

Findings and Observations

Inspection Report for Compliance

1. Basic Information

Facility/Entity Name	Sample Facility Ltd.
Location / Address	1234 Compliance Rd., City, Country
Date of Inspection	2024-06-10
Inspected by	John Doe, Compliance Officer

2. Scope of Inspection

The inspection was conducted to verify compliance with applicable regulations and standards pertaining to safety, operational practices, and documentation.

3. Findings and Observations

#	Area/Item Inspected	Observation	Status (Compliant/Non-Compliant)	Remarks/Recommendations
1	Fire Safety Equipment	All fire extinguishers are present and within expiry date.	Compliant	-
2	Employee Training Records	Some mandatory training certificates are missing.	Non-Compliant	Ensure all staff complete required training within 30 days.
3	First Aid Kit	Insufficient first aid supplies observed.	Non-Compliant	Restock kit as per standard checklist immediately.
4	Waste Management	Proper waste segregation in place.	Compliant	-

4. Conclusion

The inspection identified certain areas requiring immediate corrective actions to ensure ongoing compliance with regulatory standards. Continued adherence and timely rectification of non-compliance items are recommended.

5. Acknowledgement

Inspector's Signature _____ Facility Representative's Signature _____

Date: _____

Important Notes

- This document serves as an official record of inspection findings.
- Ensure all recommended corrective actions are documented and addressed promptly.
- Maintain this report for audit and compliance verification purposes.
- Signatures from both inspector and facility representative are required.
- Any disputes regarding findings should be raised within 7 days of receipt.