

# Follow-up Procedures Format of Inspection Report for Compliance

## 1. Report Details

Report Reference No.	_____
Date of Inspection	_____
Inspection Conducted By	_____
Inspection Site/Location	_____
Contact Person	_____

## 2. Summary of Previous Findings

No.	Findings / Non-Compliance	Initial Recommendation
1	_____	_____
2	_____	_____

## 3. Follow-up Actions & Status

No.	Action Taken by the Entity	Status (Complied/ Not Complied/ Partially Complied)	Remarks
1	_____	_____	_____
2	_____	_____	_____

## 4. Final Recommendations

\_\_\_\_\_

\_\_\_\_\_

## 5. Inspector's Signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Important Notes:

- This document provides a structured format for recording follow-up on compliance inspections.
- Complete and detailed information enhances the accuracy and usefulness of the report.
- Always verify corrective actions on-site where feasible.
- Use clear and objective language throughout the report.
- Mark the compliance status accurately to prompt appropriate further actions.