

Recommendations Format of Inspection Report for Compliance

1. General Information

Report No.: _____

Date of Inspection: _____

Location: _____

Inspected By: _____

Department: _____

2. Observations and Findings

Provide an overview of the areas inspected and summarize key observations below:

- Observation 1: _____
- Observation 2: _____
- Observation 3: _____

3. Recommendations

Based on the above findings, the following actions are recommended for compliance:

- Recommendation 1: _____
- Recommendation 2: _____
- Recommendation 3: _____

4. Compliance Deadline

It is recommended that all actions be completed by: _____.

Inspector's Signature

Date

Important Notes:

- This document serves as a formal recommendation based on inspection findings.
- Recommendations should be clear, actionable, and time-bound.
- Maintaining documentation aids in tracking compliance and future audits.
- All stakeholders must review and acknowledge receipt of the report.
- Further inspections may be scheduled to verify compliance implementation.

