

Asset Inspection Report

1. Report Details

Report No. _____ Date _____
Inspected By _____ Location _____

2. Asset Information

Description _____
Asset ID / Serial _____
Category/Type _____
Manufacturer _____
Model _____
Year _____

3. Inspection Checklist

Item	Status	Comments
Physical Condition	Pass / Fail	_____
Functionality	Pass / Fail	_____
Safety Features	Pass / Fail	_____
Maintenance Due	Yes / No	_____
Other Notes		_____

4. Photos / Attachments

Photo/Attachment Description: _____

(Attach or link relevant images or documents here.)

5. Recommendations & Actions

Inspector Signature _____
Date: _____

Reviewer/Manager _____
Date: _____

Important Notes:

- This report should be completed immediately after physical inspection.
- All observations and recommendations must be factual and unbiased.
- Attach all supporting documents or photos as necessary.
- Retain a copy for records and forward to responsible department.
- Any critical issues discovered must be reported promptly.