Site Visit Report

Report a client or project site visit: attendees, purpose, observations, photos, actions and next steps.

Visit

Client *	
Project *	
Site	
Date of visit *	_____ / _____ / _____
Visited by *	
Attendees	
Purpose of visit *	

Findings

Observations *	
Progress against programme	
Issues and risks	
Photo 1	*Attach photo or sketch*

Photo 2	*Attach photo or sketch*
Photo 3	*Attach photo or sketch*
Photo 4	*Attach photo or sketch*

Actions

Action *	Owner	Due date

Sign-off

Additional comments	
Author name *	

Author signature *	
Date signed *	_____ / _____ / _____

* Required