

YOUR LOGO
HERE

GENERAL · ASSET CONDITION REPORT

Field Service Inspection Report

One report per asset. Rate each component 1–5 using the scale in section D; the overall rating is the worst applicable component.

INSPECTING COMPANY

ADDRESS / CONTACT

REPORT #

REVISION

DATE

A Report & site identification

CUSTOMER / FACILITY		ACCOUNT #	WORK ORDER / JOB #	SITE ADDRESS	
BUILDING	AREA / ZONE	INSPECTION DATE	ARRIVAL TIME	DEPARTURE TIME	TECHNICIAN
LICENSE / CERT. / REGISTRATION #	REASON FOR INSPECTION ☐ Scheduled ☐ Contract ☐ Commissioning ☐ Re-inspection ☐ Callback ☐ Customer request				ON-SITE CONTACT
ROLE / PHONE	SCOPE ☐ Full asset ☐ Partial ☐ Specific component			SCOPE DESCRIPTION	
INSPECTION METHOD ☐ Visual ☐ Functional test ☐ Measurement ☐ Non-destructive			INSTRUMENTS USED		

B Asset identity & nameplate

ASSET NAME		ASSET CLASS	PRIMARY FUNCTION	ASSET ID / TAG / BARCODE	PARENT SYSTEM / CIRCUIT
MANUFACTURER	MODEL #	SERIAL #	PRECISE LOCATION (FLOOR, ROOM, GRID, ROOF)		
INSTALL DATE / EST. AGE	DESIGN SERVICE LIFE	LAST INSPECTION: DATE / RESULT	LAST WORK ORDER #	WARRANTY STATUS / EXPIRY	SERVICE CONTRACT / EXPIRY
NAMEPLATE RATINGS (CAPACITY, V, PHASE, FLA, PRESSURE, FLOW, BTU, RPM)					
APPLICABLE STANDARD / CODE / MFR. PROCEDURE			CRITICALITY TO OPERATIONS ☐ High ☐ Medium ☐ Low		

C Site & environmental conditions

AMBIENT TEMPERATURE	HUMIDITY	WEATHER / LIGHTING AFFECTING ACCESS OR VISIBILITY			
ASSET STATUS DURING INSPECTION ☐ In service ☐ Shut down ☐ Standby ☐ De-energized & locked out			LOTO APPLIED & VERIFIED BEFORE CONTACT WORK ☐ Yes ☐ No ☐ N/A		
REQUIRED PPE WORN ☐ Yes ☐ No ☐ N/A		CONFINED-SPACE / HOT-WORK PERMIT IN EFFECT ☐ Yes ☐ No ☐ N/A		HOUSEKEEPING AROUND ASSET ☐ Clear ☐ Cluttered ☐ Contaminated	
CLEARANCE, EGRESS & SERVICE ACCESS MAINTAINED PER CODE ☐ Yes ☐ No		LIMITATIONS THAT PREVENTED FULL INSPECTION (COMPONENTS NOT ASSESSED)			

CONDITION RATING SCALE (APPLY PER COMPONENT)					
1	Very good: as-new, no defects, no action	2	Good: minor cosmetic wear, serviceable; monitor	3	Fair: functional, wear or minor defects; plan action
4	Poor: significant deterioration; action required soon	5	Unserviceable: failed, unsafe, or non-compliant; act now	N/A	Not present, not accessible, or outside scope

D

Component-by-component inspection

Mark one box per row

Component	CONDITION RATING						Notes
	1	2	3	4	5	N/A	
Structure, housing, enclosure, mounting: secure, undamaged, corrosion-free	☐	☐	☐	☐	☐	☐	
Guards, covers, labels, warning signage: present and legible	☐	☐	☐	☐	☐	☐	
Mechanical (bearings, belts, couplings, fasteners): wear or play	☐	☐	☐	☐	☐	☐	
Lubrication, fluid levels, seals: adequate, no leaks	☐	☐	☐	☐	☐	☐	
Electrical terminations, conductors, grounding, insulation: tight, undamaged	☐	☐	☐	☐	☐	☐	
Controls, sensors, gauges, instrumentation: accurate, responsive	☐	☐	☐	☐	☐	☐	
Safety devices (interlocks, relief valves, limits, E-stops): present, functional	☐	☐	☐	☐	☐	☐	
Other:	☐	☐	☐	☐	☐	☐	
Other:	☐	☐	☐	☐	☐	☐	

OVERALL CONDITION RATING (1–5, WORST COMPONENT)	OPERATING CORRECTLY AT TIME OF INSPECTION ☐ Yes ☐ No ☐ Intermittent	FUNCTIONAL TEST ☐ Pass ☐ Fail ☐ Not performed (reason):
ABNORMAL NOISE, VIBRATION, HEAT, ODOR, OR ARCING OBSERVED (DESCRIBE)		
TEST EQUIPMENT USED		CALIBRATION DUE DATE

E

Operating readings

Pressure, temperature, voltage, amperage, flow, or vibration vs. nameplate or spec

Parameter	Unit	Nameplate / spec	Measured	Within spec	Notes
				☐	
				☐	
				☐	
				☐	
				☐	

DEFICIENCY LOG CODES

Severity

Mi minor · Mo moderate · Ma major · SH safety hazard

Priority

P1 immediate · P2 within 30 days · P3 next visit · P4 monitor

Cause

W wear · A age · D damage · I install · E environ. · M misuse

F Deficiency log

Item # cross-references photos and corrective action

#	Description & exact location on asset	Rating (3/4/5)	Severity	Danger: shut down? Y/N	Priority	Cause	Parts / trade required	Photo ref.

G Recommendations

Def. #	Recommended corrective action	Repair	Replace	Monitor	Reasoning	Quote #
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		
		☐	☐	☐		

H Next service

EST. REMAINING USEFUL LIFE	FOLLOW-UP WORK ORDER #	TARGET COMPLETION DATE	RECOMMENDED INSPECTION FREQUENCY	NEXT INSPECTION / SERVICE DUE
INTERIM SAFEGUARDS OR OPERATING RESTRICTIONS UNTIL REPAIR IS COMPLETE				

I Results

OVERALL RESULT
☐ Satisfactory ☐ Deficiencies noted ☐ Unsafe, removed from service

DEFICIENCIES: MINOR	MODERATE	MAJOR	SAFETY	PHOTOS / VIDEOS ATTACHED (TOTAL)
PHOTO / VIDEO REFERENCE LIST				BEFORE & AFTER PHOTOS OF ON-SITE WORK ☐ Yes ☐ No ☐ N/A
CUSTOMER / SITE REP. NOTIFIED ON SITE (NAME, TIME)				
TECHNICIAN COMMENTS / LIMITATIONS OF THIS REPORT				

TECHNICIAN SIGNATURE · LICENSE # PRINT NAME DATE	CUSTOMER / SITE REPRESENTATIVE PRINT NAME DATE	REVIEWER / QA APPROVER (IF REQUIRED) PRINT NAME DATE
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General-purpose asset report; the 1–5 scale, severity, and priority levels are common conventions. Adapt rows and thresholds to your asset class, contract, and the manufacturer's procedure. Code-regulated inspections follow specific standards whose editions and local amendments vary; verify with your AHJ. This form is a starting point and does not replace inspection or testing by qualified personnel.