

# SOP Template: Recording, Photographing, and Reporting Inspection Findings

This SOP details the procedures for **recording, photographing, and reporting inspection findings**. It includes guidelines on accurately documenting observations, capturing clear and relevant photographic evidence, and compiling comprehensive reports. The goal is to ensure thorough and consistent communication of inspection results to support effective decision-making and follow-up actions.

## 1. Purpose

To establish standardized procedures for recording, photographing, and reporting inspection findings to ensure accuracy, consistency, and integrity of inspection data.

## 2. Scope

This procedure applies to all personnel involved in inspections and reporting of inspection findings across [Company/Department Name].

## 3. Responsibilities

- **Inspectors:** Accurately record observations, take clear photographs, and prepare initial reports.
- **Supervisors:** Review reports for completeness and accuracy, ensure compliance with this SOP.
- **Relevant Departments:** Take appropriate actions on reported findings.

## 4. Procedures

### 4.1 Recording Inspection Findings

1. Use the designated inspection checklist or digital form to document all observations.
2. Record details promptly and legibly, including date, time, location, and inspector's name.
3. Ensure all relevant findings, both compliant and non-compliant, are noted with specific details.
4. Use objective language; avoid subjective judgments.

### 4.2 Photographing Inspection Findings

1. Use approved electronic devices or cameras to capture images.
2. Take photographs that clearly illustrate the condition or issue observed.
3. Include context in images (e.g., label, scale reference, or wide and close-up shots as necessary).
4. Log each photograph with a unique identifier, date, time, location, and brief description.
5. Ensure images are stored securely and appropriately referenced in the report.

### 4.3 Reporting Inspection Findings

1. Compile findings into the designated report template (see Section 6).
2. Attach or embed relevant photographs in the report, referencing them with identifiers.
3. Ensure the report is clear, concise, and free of errors.
4. Submit the report within the required timeframe to the appropriate personnel or department.
5. Retain a copy of each report in accordance with company record-keeping policies.

## 5. Documentation and Records

- Inspection checklists/forms
- Photographic records with logs
- Inspection reports

## 6. Inspection Report Template (Sample)

Section	Details
---------	---------

Inspection Date/Time	[Insert date and time]
Location	[Insert inspected location]
Inspector(s)	[Insert names]
Findings	<ul style="list-style-type: none"> <li>• [Finding 1: description, reference photo #1]</li> <li>• [Finding 2: description, reference photo #2]</li> </ul>
Photographic Evidence	<ul style="list-style-type: none"> <li>• [Photo #1: description]</li> <li>• [Photo #2: description]</li> </ul>
Recommendations/Actions	[List follow-up actions or recommendations]
Report Prepared By	[Name and signature]
Date	[Insert date]

## 7. Review and Revision

This SOP must be reviewed at least annually and revised as necessary to reflect changes in procedures or regulatory requirements.

## 8. References

- [Relevant regulations, standards, or company policies]
- [Internal procedures or related SOPs]