

# OBSERVATION FORM

Project / Site Name: \_\_\_\_\_

Observer Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Observation Location / Area: \_\_\_\_\_

**Observation Details:**

Describe the observation in detail, including conditions, events, and any relevant factors observed at the site or project location. Include precise descriptions, equipment involved, personnel present, and any safety or compliance considerations.

**Observation Type (Check applicable):**

Safety Hazard  Environmental Concern  Quality Issue

**Corrective Action Required:**

Specify the corrective actions recommended or required to address the observation, including responsible parties and timelines for completion.

**Follow-Up Actions Taken / Planned:**

Detail any follow-up actions taken or planned to resolve the observation, including dates, involved personnel, and status updates.

**Acknowledgment of Receipt and Review:**

Observer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Observation Form is intended to document observations made on the project/site and to facilitate timely corrective actions. All information recorded herein is truthful and accurate to the best knowledge of the observer. The parties acknowledge and agree that this form does not modify or supersede any contractual obligations or legal duties and is subject to applicable United States laws. Falsification of information may result in disciplinary or legal action.

**OBSERVER'S SIGNATURE**

**SUPERVISOR'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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