Worked example

This example demonstrates recordkeeping only. The project and observations are fictional; they are not a roof assessment.

Visit record

VIS-001 | Sample building | Roof A | 2026-11-02 | Author: Sample inspector

Scope and limitation

Record visible items in the photographs supplied for this example. No physical visit, testing, roof access or condition determination took place.

Observation OBS-001

Photo P-001 shows an object beside a drain. The object is not identifiable from this image. Water depth, roof slope, drainage performance and membrane condition are not determined.

Photo register

P-001 | Roof A / drain zone | overview | linked to OBS-001

P-002 | requested close-up | not yet supplied | linked to OBS-001

Action ACT-001

Request a clearer photograph and location confirmation from the person who supplied P-001. Owner: project coordinator. Status: awaiting information. Due date: to be agreed.

Document register

DOC-001 | P-001.jpg | source: sample training file | revision: 1

DOC-002 | Visit record | author: sample inspector | revision: 1

Handover note

OBS-001 remains unresolved. P-002 is missing. Do not mark ACT-001 complete until the requested information is received and reviewed by the responsible person.

Photo register

Use a stable photo ID and connect each image to a location and observation. Record what the image shows; keep interpretations separate.

PHOTO ID	LOCATION	CAPTION / FILE NAME	OBSERVATION ID

Suggested file name: project_visit_photo-id_short-description.jpg

Keep the original image. Record the source and date separately if they are uncertain. Add rows in the accompanying CSV file when needed.