# Examination report action log

Copy findings, restrictions and deadlines accurately from the actual report. Confirm anything unclear with the examiner. Keep completion evidence with the building records.

Fill the shaded boxes on screen or print and write by hand. Save your completed copy. Use extra copies for more entries and a separate sheet for longer notes.

**Building / lift reference**

Guide: https://liftownersguide.co.uk/guides/how-to-read-lift-examination-report/

## 01 / Record

**Report number and date**

**Finding reference**

**Finding and required work (copy accurately)**

**Restriction on use (confirm with examiner)**

**Actual deadline from report**

**Action owner**

**Repair provider**

**Follow-up reminder**

**Status**

**Completion evidence / location**

**Further confirmation required**

**Date closed**

## 02 / Record

**Report number and date**

**Finding reference**

**Finding and required work (copy accurately)**

**Restriction on use (confirm with examiner)**

**Actual deadline from report**

**Action owner**

**Repair provider**

**Follow-up reminder**

**Status**

**Completion evidence / location**

**Further confirmation required**

**Date closed**