Photographic QA record

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Assign a unique photo reference linked to project, work package and location.		
2	Record capture date, time, photographer and stage of work.		
3	Use an overview image to establish the room, grid, elevation or asset.		
4	Capture a close view of the relevant detail and include a scale where needed.		
5	Record what is being demonstrated and the applicable drawing or inspection reference.		
6	Capture concealed details before covering and link required inspection release.		
7	Check image sharpness, lighting and readability of labels or measuring devices.		
8	Retain original files; identify annotated copies and record any relevant edits.		
9	Follow site privacy, security and photography permissions; avoid unnecessary personal data.		
10	Store originals in the controlled project record and verify retrieval links.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

Photographic QA record

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / PHOTOGRAPHIC EVIDENCE REGISTER

Photo ID / file / date	Location / direction / stage	What shown / requirement	Inspection / storage ref.

Caption / concealed detail / original file storage and access notes

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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