



CUSTOM SERVICE REPORT EXAMPLE

Fire inspection report sample

A clear customer-facing view of the visit, selected asset checks and an open finding.

Demonstration data. All names, sites and records are synthetic. This sample is not an issued inspection record or compliance certificate.

PROPERTY

Demonstration Property

CUSTOMER

Sample Customer

JOB REFERENCE

SAMPLE-001

VISIT DATE

14 October 2026

Scope of visit

Selected visual condition and location-sign checks for three portable extinguishers. Results relate to the checks listed below.

3 Asset check rows	1 Open finding	0 Evidence photos included
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Recorded asset checks

Visual condition and location-sign checks

Asset / type	Location	Result	Recorded notes
SAMPLE-EXT-01 4.5 kg ABE extinguisher	Ground floor / Reception	PASS	No issue recorded in these checks.
SAMPLE-EXT-02 3.5 kg CO2 extinguisher	Ground floor / Office corridor	FAIL	Location sign missing. See SAMPLE-DEF-01.
SAMPLE-EXT-03 4.5 kg ABE extinguisher	Level 1 / Meeting room corridor	PASS	No issue recorded in these checks.

Finding and follow-up

SAMPLE-DEF-01 | SAMPLE-EXT-02 | Status: Open

Extinguisher location sign missing

The extinguisher location sign was absent at the office corridor location.

Proposed follow-up: Arrange a suitable replacement location sign and confirm its placement during follow-up. The item remains open.

Reviewer note. Review report wording against the recorded checks and evidence before issue. The wording here is authored demonstration text.