Onsite IT completion record

Record what happened during one onsite assignment. Keep physical work technical validation customer review and acceptance separate so the next person can act on the actual result.

Visit and record reference

Project or ticket reference

Visit reference

Site identifier name and location reference

Record version

Work performed by

Record prepared by

Actual work start date time and time zone

Actual work end date time and time zone

Record verified date time and time zone

Authorized work and actual work

Approved scope or work instruction reference

Work actually performed and items not performed

Change approval reference approver time and approved difference

Installed removed or retained asset references and handoff

Describe observations and approved actions. A completed visit does not by itself prove technical validation customer acceptance or completion of an equipment return.

Onsite IT completion record continued

Keep this page with the same visit record. Use continuation pages for additional entries.

Project site and visit reference from page 1

Independent work and review states

Physical work state

Not assessed

Physical checks results verifier and time

Technical validation state

Not assessed

Technical owner test context results and time

Customer review state

Not requested

Customer reviewer findings and review time

A check not performed remains unassessed or incomplete as appropriate. State the reason and assign any next action on page 3. Customer review is separate from the acceptance decision.

Evidence reconciliation

List each expected record. Link to approved evidence without copying credentials. Missing evidence remains visible even when the physical task is complete.

Expected evidence	State	Received reference or missing detail
	Pending	
	Pending	
	Pending	
	Pending	

Received means the listed evidence was supplied. It does not establish that the result passed. Record review findings and exceptions separately.

Onsite IT completion record continued

Keep this page with the same visit record. Use continuation pages for additional entries.

Project site and visit reference from page 1

Open actions

Action and expected result	Action owner	Due date time and time zone

Separate acceptance record

Authorized acceptance reviewer and role

Decision date time and time zone

Acceptance decision

Not requested

Scope accepted decision reference conditions and open items retained

Completion record sent to

Sent date time and time zone

This records the reviewer decision under the applicable agreement. Completing this form does not itself accept work or waive unresolved items. Attach further actions or evidence pages with the same project site and visit references.