ALL I.T. | R02 | Working form

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

DEMO PROJECT 02 - FICTIONAL

Visit reference

DEMO VISIT 02

Site identifier name and location reference

Example Branch 02 - fictional
No real site address

Record version

Example 1.0

Work performed by

Example onsite technician

Record prepared by

Example coordinator

Actual work start date time and time zone

2026-11-18 09:05
America/Chicago UTC-06:00

Actual work end date time and time zone

2026-11-18 10:35
America/Chicago UTC-06:00

Record verified date time and time zone

2026-11-18 17:00 UTC

Authorized work and actual work

Approved scope or work instruction reference

DEMO WORK 02: connect a prepared replacement switch
using the approved port map under remote direction.

Work actually performed and items not performed

Approved device matched and installed.
Specified connections restored under engineer direction.
Remote owner recorded the agreed network checks.
One printer workflow could not be tested because
the designated application reviewer was unavailable.

Change approval reference approver time and approved difference

DEMO CHANGE 02 approved by Example change owner
at 2026-11-18 09:20 America/Chicago UTC-06:00.
Approved additional labeling of two existing leads.

Installed removed or retained asset references and handoff

Replacement reference DEMO NEW 02 installed.
Removed reference DEMO OLD 02 packed and retained onsite.
Return shipment and receipt are not established.

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

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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

DEMO PROJECT 02 / Example Branch 02 / DEMO VISIT 02

Independent work and review states

Physical work state

Complete

Physical checks results verifier and time

Device and port map checked by Example engineer.
Specified installation complete at 10:15 local.
Two approved labels recorded.

Technical validation state

Incomplete

Technical owner test context results and time

Engineer recorded network checks at 10:20.
Printer application check not performed.
Named application reviewer was unavailable.

Customer review state

Pending

Customer reviewer findings and review time

Example site contact received visit summary.
Customer technical review is still pending.

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
Installed device and port references	Received	DEMO WORK 02 record Received 2026-11-18 16:50 UTC
Agreed network check results	Received	DEMO TEST 02 Example engineer report
Printer application result	Missing	Not tested. See open action 1.
Return shipment receipt	Not applicable	Removed device retained onsite. No shipment in this visit scope.

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

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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

DEMO PROJECT 02 / Example Branch 02 / DEMO VISIT 02

Open actions

Action and expected result	Action owner	Due date time and time zone
Perform and record the authorized printer workflow check.	Example application owner	2026-11-19 16:00 UTC
Customer technical reviewer to assess supplied results.	Example IT reviewer	2026-11-19 18:00 UTC
No additional action recorded in this example.	Not applicable	Not applicable
No additional action recorded in this example.	Not applicable	Not applicable

Separate acceptance record

Authorized acceptance reviewer and role

Example authorized reviewer
Customer project owner

Decision date time and time zone

No acceptance decision
as of 2026-11-18 17:00 UTC

Acceptance decision

Pending

Scope accepted decision reference conditions and open items retained

Physical installation recorded as complete.
Technical validation and customer review remain open.
No project acceptance is recorded by this example.

Completion record sent to

Example IT reviewer
Approved project record

Sent date time and time zone

2026-11-18
17:05 UTC

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.