CCTV Service Report Format

PRINTABLE BLANK TEMPLATE | Record only checks and outcomes observed during this visit.

Report / job number	_____
Visit date and time	Date: _____ Start: _____ End: _____
Customer and site	Customer: _____ Site: _____
Technician / visit type	Technician: _____ Visit type: _____

Reported issue	_____
Initial condition	_____

Equipment / location	ID: _____ Type: _____ Location: _____
Checks performed	_____
Actual observations	_____

Diagnosis	_____
Work performed	_____
Result at visit end	_____
Parts used / returned	_____

Unresolved issues / limits	_____
Next action	Action: _____ Owner: _____ Date: _____

Technician sign-off	_____
Customer acknowledgement	_____

Customer acknowledgement confirms attendance or receipt. It does not waive unresolved issues or certify untested equipment as defect-free.

Do not include passwords, recovery codes, camera credentials, recordings or surveillance footage.