

Observation Record Sheet

Keep observations and conclusions in separate columns, which is what makes a record useful when somebody else reads it back.

What was seen, when, where and by whom — kept separate from what anybody concluded about it.

WHAT WAS SEEN, THEN WHAT YOU MADE OF IT

Keep the observation and the interpretation in different columns. Anything read back later — by you, by a colleague, by somebody official — is far more use when the two have not been blended together.

Observing

Purpose

Observer

Date	Time	Where	What was seen or heard	What you made of it	Action

Passed to

Date

Signed