

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

PurposeObserver

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

Passed to

DateSigned