Klarstig

# Finance Banking Safety Inspection

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Inspect the identified item or site and record its condition, defects and required actions. Use the applicable technical checklist alongside this general record.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Asset site or equipment identifier ***
Main hall, Room 2

**Inspection date ***
November 14, 2026

**Inspector name or role ***
Alex Rivera

**Visible condition ***
Satisfactory

**Functional check result ***
Defect identified

**Defects and evidence**
Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

**Use restrictions pending review**
(Free-text answer - not filled in for this example)

**Corrective action owner and due date**
Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## Specific details

**Work area task or safety procedure concerned**
Complete when relevant to this request.
(Short answer - not filled in for this example)

### Observed hazards existing safeguards and escalation contact

(Free-text answer - not filled in for this example)

## Operating context

### Branch department or service reference

Complete when relevant to this request.

Operations

### Authorized contact and handling requirements without account credentials

(Free-text answer - not filled in for this example)

## Team specific details

### Cost center ledger or finance reference

Complete when relevant to this request.

Operations

### Budget allocation authorization reconciliation and supporting evidence

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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