{company}
{contract title}
DEFICIENCY REPORT

CONTRACTOR: **{Name}**

✗	= *Incomplete*	*1*		*Rev. No*
✓	= *Completed or provisionally accepted as is*	*{date}*		*Rev. Date*

Notes: - Unless a specific completion date is specified all items to be completed and or rectified as soon as possible.
- The Defects Liability period may be extended in accordance with the General Conditions of Contract

Item No.	***DESCRIPTION***	***Inspection {date}***		***COMMENTS***
1	**{Area}**	✗		
1.1	{description}	✗		
1.2	{description}	✗		
1.3	{description}	✓		
2	**{Area}**	✓		
2.1	{description}	✓		
2.2	{description}	✓		
2.3	{description}	✓		