



Sample Field Engineer Completion Report

SAMPLE ONLY - BLANK TEMPLATE - NOT EVIDENCE OF CLIENT WORK

Purpose

Use this template to capture what happened during an authorised onsite assignment. Complete facts only, attach evidence through the approved route, and mark any item that could not be verified. Do not include passwords, unnecessary personal data or confidential information that the client has not authorised for the report.

1. Assignment Details

Client / requesting party:	[Company name]
Client ticket reference:	[Reference]
Qubit reference:	[Reference]
End-client site:	[Site name]
Full site address:	[Address, city, postcode, country]
Authorised SOW title:	[Title]
Authorised SOW version:	[Version / date]
Service category:	[Category]
Confirmed service level:	[Written confirmation, if applicable]
Field Engineer name:	[Name]
Site point of contact:	[Name / role]
Remote support contact:	[Name / team]
Requested date/time:	[Local site date and time]
Arrival date/time:	[Local site date and time]
Work started:	[Local site date and time]
Work completed/paused:	[Local site date and time]
Departure date/time:	[Local site date and time]
Total onsite time:	[Hours and minutes]

**Attendance status:**

- ☐ Attended and work completed
- ☐ Attended and work partially completed
- ☐ Attended but unable to begin
- ☐ Access unavailable / site contact unavailable
- ☐ Other: [Explain]

2. Arrival and Site Readiness

Arrival reported to Qubit: [Time / route]

Site access obtained: [Yes / No / time / details]

Equipment or spares available: [Yes / No / details]

Credentials / approvals available: [Yes / No / not required / details]

Remote support available: [Yes / No / not required / details]

Safety induction / PPE completed: [Yes / No / not required / details]

Initial equipment status: [Observed state before work]

Delays or blockers on arrival:

[State the facts, time identified, person notified and response.]

3. Authorised Work Performed

Describe each action in sequence. Refer to the authorised SOW step, record the outcome and avoid unsupported conclusions.

Step	SOW ref	Action performed	Result / observation	Time	Remote confirmation
[01]	[Ref]	[Action]	[Result]	[Time]	[Name / reference]
[02]	[Ref]	[Action]	[Result]	[Time]	[Name / reference]
[03]	[Ref]	[Action]	[Result]	[Time]	[Name / reference]

4. Equipment, Asset and Connection Record

Item	Make/model	Serial/asset tag	From location/port	To location/port	Final state
[01]	[Details]	[Details]	[Details]	[Details]	[State]
[02]	[Details]	[Details]	[Details]	[Details]	[State]

**Removed / returned equipment:**

[Item, condition, packaging, RMA or collection reference, authorised recipient]

5. Validation and Success Criteria

Criterion / agreed test	Method used	Result	Verified by / reference
[Criterion 1]	[Method]	[Pass / Fail / Not tested]	[Details]
[Criterion 2]	[Method]	[Pass / Fail / Not tested]	[Details]
[Criterion 3]	[Method]	[Pass / Fail / Not tested]	[Details]

Remote support confirmation:

[Name, time and exact confirmation supplied; or "Not required" / "Not available"]

Overall authorised-scope outcome:

- ☐ Completed and validated against the stated success criteria
- ☐ Completed; validation remains with client / remote support
- ☐ Partially completed - open items recorded below
- ☐ Not completed - reason and escalation recorded below

IMPORTANT: Attendance and completion of physical tasks do not guarantee technical resolution.

6. Issues, Deviations and Escalations

Issue	Time found	Impact	Action taken	Qubit notified	Current status
[01]	[Time]	[Impact]	[Action]	[Time / route]	[Status]

Work paused for access, equipment, credentials, approvals, remote support or safety decision: [Details, start/end time and responsible party]

7. Scope Change Record

No changed or additional work should be performed without written approval coordinated through Qubit.

Change	Request and reason	Time	Impact	Approver	Written reference	Outcome
[01]	[Details]	[Time]	[Details]	[Name]	[Reference]	[Outcome]

- ☐ No scope change was requested or performed.



8. Evidence Index

Only capture and submit evidence permitted by site, security and privacy rules.

Ref	Evidence type	Description	Filename / ticket reference	Capture time
[E1]	[Photo/report]	[Description]	[Reference]	[Time]
[E2]	[Serial/test]	[Description]	[Reference]	[Time]
[E3]	[Timesheet]	[Description]	[Reference]	[Time]

Evidence package submitted via: [Approved ticket / portal / email]

Submission date/time: [Details]

9. Open Items and Handover

Open item	Owner	Required next action	Target date	Reference
[01]	[Name/team]	[Action]	[Date]	[Reference]

Recommended follow-up (not authorisation to perform additional work): [Factual recommendation and reason]

10. Acknowledgements

Field Engineer declaration I confirm that this report accurately records the work I performed, the observations I made and the evidence I submitted for the authorised assignment.

Name: [Name] Date/time: [Details] Signature/reference: [Details]

Site point-of-contact acknowledgement I acknowledge the attendance times and onsite record above. This acknowledgement does not approve unrecorded extra work, change commercial terms or guarantee technical resolution.

Name: [Name] Role: [Role] Date/time: [Details] Signature/reference: [Details]



11. Qubit Quality Review

- [] Ticket, site, dates and SOW version match the assignment record.
- [] Arrival, progress, delay and departure times are present.
- [] Actions and outcomes are clear and within the authorised scope.
- [] Equipment, serials, ports and asset details are complete where required.
- [] Tests and success criteria are recorded without unsupported claims.
- [] Scope changes include written approval references.
- [] Required photographs, report, timesheet and sign-off are indexed.
- [] Open items, blockers and escalations have an owner and status.
- [] Sensitive information has been excluded or handled through the approved route.
- [] Evidence is complete, accurate and aligned with client requirements.

Review outcome: [Accepted for submission / Returned for clarification / Escalated]

Reviewed by: [Name / role]

Review date: [Date/time]

Review notes: [Details]

Sample-Only Notice

This blank template is an example of a structured completion record. It does not describe a real assignment, client, site, engineer, result or service achievement. The approved SOW, written assignment confirmation and client reporting requirements govern the final report.