

Tour Details			
Location(s) Visited:		Date:	
Tour Undertaken by:		Title:	
Tour Duration	From:	To:	Duration:
Accompanied by:			
Employees Spoken to: (Include staff name and ID)			

Work Details
Nature of Work:
<div></div>
Activities Observed / Discussed:
<div></div>

Feedback			
Comments / Observations /Commendations			
Non-Conformances, Observations and Actions Required	Priority: (Low / Medium / High / Critical)	By Whom	By When