Roof inspection report template

DRAFT FOR TRADE REVIEW | RoofFindings | 10 October 2026

General guidance only. Requirements vary by client and insurer. Adapt to your instruction, competence and site conditions. Not policy, legal or safety advice.

Job property and instruction

Job and claim details

Property address; job and claim reference; instructing client; inspection and reported event dates; assessor name and qualifications; report version.

Scope and access

Client instruction; areas inspected; access method and safety arrangements; weather; areas not inspected and why; limitations of the assessment.

Roof construction

Covering and profile; roof form; approximate age and source; relevant drainage, flashings and penetrations; measured pitch and method; current manufacturer reference where applicable.

Roof areas observations and evidence

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Roof area record

Repeat for each area: area name and location; material; pitch; observed condition; damage or defects; extent; photo references; access limitations.

Supporting photographs

Reference; roof area; overview or detail; description of what the image shows; scale if relevant. Keep images linked to the finding and exclude unrelated personal details.

Event and unrelated condition

Record event indicators separately from maintenance, wear, pre-existing defects and workmanship. Record information sources and any uncertainty.

Reasoning actions and summary

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Causation reasoning

What was observed; opinion and supporting evidence; alternative explanations; limits; further investigation needed. Distinguish technical opinion from policy coverage.

Make safe and proposed actions

Authorised work completed and evidence; remaining risks; recommendations; necessary prerequisites; maintenance actions; scope and basis. Do not imply works were done if they were not.

Final summary and review

Significant findings; evidence references; recommended next steps; limitations; client requirements checked; assessor name; issue date and version. Retain a version trail.

Inspection checklist

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Before attending

Confirm instruction, reference and scope. Plan safe access, permissions and relevant safety arrangements.

During the inspection

Record accessible areas and limitations. Inspect each area systematically. Capture overview, context and detail evidence. Keep event evidence separate from unrelated conditions.

Before issue

Review measurements and sources, reasoning, actions, photo references and summary. Check client requirements and record assessor and issue version.

Want to see the report generated from a structured inspection?

View the RoofFindings hail-damage sample report:
https://rooffindings.com.au/sample-roof-report/