# Appendix A: Record of Observations and Monitoring

## Name of Individual Observed:

| **Name of Document** | **Date of Observation** | **Time of Observation** | **Compliance Observed, where applicable** | **Contraventions (Non-Compliance) Observed, where applicable** | **Details of Observations** |
| --- | --- | --- | --- | --- | --- |
| *e.g. playground safety policy*  | *dd/mm/yyyy* | *hh:mm am/pm* | *Check (✓), where applicable* | *Check (✓), where applicable* | *Check (✓), where applicable* |
|  |  |  |  |  | [add rows as required] |

Comments, actions taken and/or next steps, where applicable:

Click here to enter text.

### Acknowledgement

I acknowledge that the observations recorded above have been reviewed and discussed with me.

Name of the individual: Click here to enter text. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (dd/mm/yyyy): Click here to enter text.

Name of Observer: Click here to enter text. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (dd/mm/yyyy): Click here to enter text.

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