

INSPECTION DEFECT LOG

When preparing for an inspection, use this form to record **major** and **minor** defects in the work product(s). Record your time spent (to the nearest tenth hour) on this form during the individual inspection phase. Record rework time during the rework phase. A new form should be used for each new formal meeting.

Project:

Date:

Inspection type (Requirements, Design, Code, Other):

Work product(s):

Inspector:

Individual Inspection time (hours):

Rework Time (hours):

Use: Individual Inspection Formal Meeting

ID*	Location(s) of Defect (range)	Defect Type	Defect Severity	Description of Defect	Inspector *	Action Taken (Y/N) **	Description of Action Taken **

* Filled out at Formal Meeting

** Filled out during re-work

