How to fill in the deviation report

What is a deviation?

A deviation is when the work has not been done as planned – e.g. wrong dimensions, wrong material, a missing part or damage. A control point with status “Not OK” in the checklist is recorded here.

- A point not finished by its due date shows as “Past due date” in the log.

How to use it

1. Fill in one report per deviation – copy the tab for each new one.
   Describe briefly what is wrong, give the requirement/reference, and note the photo ref. and the marking on the drawing.
2. If the deviation could affect load-bearing structures, or you are unsure: have it assessed by a qualified person before work continues, and note who.
3. Record the solution, who fixes it, the due date and who does the follow-up check before the deviation is closed.
4. Copy the deviation into the “Deviation log”. If it is linked to a DS1140 control point, it must also appear in the B3 control report.
5.

When you move to the app

In Lite Report the worker takes a photo, marks the spot on the drawing and writes a description directly on the task.

- Problems on site are raised in the communication notes – a group chat on the task where you can attach photos and files.
- Tasks not finished by their due date are automatically counted as late in the report.

This template is a starting point, not a finished, project-specific plan. Adapt the content to your project, trade and project documents. The template does not guarantee approval.

Do the same on mobile with photos and markings on the drawing: Lite Report in the Assurement app → assurement.dk/en/modules/lite-report

Deviation report – template

One report per deviation – copy the tab for each new deviation and collect them in the "Deviation log" tab.

Deviation no.		**Site / project**	
Report (name)		**Trade**	
Date found		**Found by**	
Control point		**Building part / location**	
Marked on drawing (drawing no.)		**Photo ref.**	

What is the deviation? (short description)

Requirement / reference (drawing, specification, tolerance)

Could the deviation affect load-bearing structures?	
If yes or don't know: who assessed it before work continues?	
Is the deviation linked to a DS1140 control point? (Yes → it must also appear in the B3 control report)	

Solution / action

Responsible for fixing		**Due date**	
Fixed by		**Date fixed**	
Follow-up check by		**Date of follow-up check**	
Status		**Date closed**	

Deviation log

One report per deviation – copy the tab for each new deviation and collect them in the "Deviation log" tab.

No.	Date	Trade	Control point / building part	Short description	Load-bearing?	DS1140 control point?	Responsible	Due date	Status	Date closed	Past due date?

No.	Date	Trade	Control point / building part	Short description	Load-bearing?	DS1140 control point?	Responsible	Due date	Status	Date closed	Past due date?