

FIELD-READY IPAD NOTEBOOK

CCTV and Access-Control Survey and Handoff Notebook

Tie each camera, opening, pathway, and functional test to one secure project record.

Device decisions, network constraints, privacy questions, and punch items disappear across photos and chats.

01 BRIEF

CAPTURE ONCE. HAND OFF CLEANLY.

02 MAP

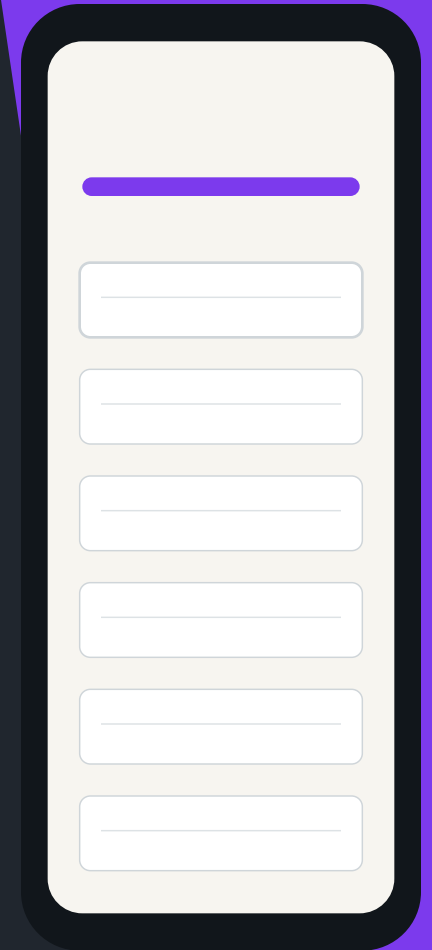
CAPTURE ONCE. HAND OFF CLEANLY.

03 TRACE

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE

Duplicate the clean master before every job. Keep completed records private.



Site Objectives and Authorized Contacts

BRIEF

MAP

TRACE

DECIDE

TEST

HANDOFF

PROJECT AND SITE

AUTHORIZED DECISION MAKER

SYSTEMS IN SCOPE

MONITORING OBJECTIVE

ENTRY-CONTROL OBJECTIVE

OPERATING AND ACCESS HOURS

INFORMATION-HANDLING LABEL

SURVEY LIMITS AND EXCLUSIONS

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Site and Zone Map

BRIEF

MAP

TRACE

DECIDE

TEST

HANDOFF

AREA / ASSET / DRAWING REFERENCE

PHOTO / SOURCE REFERENCES

SKETCH / MAP / SEQUENCE

Camera and Opening Survey

BRIEF

MAP

TRACE

DECIDE

TEST

HANDOFF

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

DEVICE/OPEN	ZONE	PURPOSE	EXISTING CONDITION	PROPOSED WORK	PHOTO REF

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Network, Power, and Pathways

BRIEF

MAP

TRACE

DECIDE

TEST

HANDOFF

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

DEVICE/OPEN	ZONE	PURPOSE	EXISTING CONDITION	PROPOSED WORK	PHOTO REF

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED

Functional Test and Evidence

BRIEF

MAP

TRACE

DECIDE

TEST

HANDOFF

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Exceptions and Punch List

BRIEF

MAP

TRACE

DECIDE

TEST

HANDOFF

WHAT CLIENT DECISION IS MISSING?

WHAT PRIVACY ISSUE NEEDS REVIEW?

WHAT NETWORK DEPENDENCY IS OPEN?

WHAT PATHWAY IS CONCEALED?

WHAT EGRESS ISSUE NEEDS SPECIALIST REVIEW?

WHAT TEST OR RETEST REMAINS?

ID	RISK / EXCEPTION	TREATMENT	OWNER	DUE	STATUS

Secure Handoff

- BRIEF
- MAP
- TRACE
- DECIDE
- TEST
- HANDOFF

Handoff gate

Close the record only when every exception has an owner and next step

- ☐ Device list delivered

☐ Functional tests recorded

☐ Punch items have owners

☐ Training topics completed

☐ Administrator owner named

☐ Credential vault referenced without secrets

☐ Outstanding work stated

☐ Secure archive location assigned

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS