

Field Evidence Worksheet

Capture the symptom. Compare the evidence. Choose the next test.

Type into the fields in a PDF reader, save a local copy, or print and write by hand.
This blank form does not submit data. Keep site identifiers, screenshots, and access details private.

1 Define the operating context

Equipment / asset reference

Date, time, and time zone

Mode / occupancy / active demand

Approved sequence / drawing reference

Exact symptom and affected scope (one device, zone, trunk, or system)

2 Keep BAS evidence separate from physical proof

Record units, timestamps, data quality, and the source of each value. Unknown is a valid entry.

Point / condition	Expected + source	BAS value + time	Field proof + units / time

3 Choose a test that distinguishes possible causes

Possible cause / failure boundary (not yet confirmed)

Next authorized test and expected result for each outcome

Follow site authorization, qualified-person procedures, and manufacturer instructions.
This worksheet does not authorize bypassing safeties, live electrical work, or network changes.

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Record the correction. Retest the system. Make the handoff clear.

4 Document what changed and what it proved

Confirmed cause and supporting evidence (or still unconfirmed)

Correction / one controlled change / backup or original setting

5 Retest under the relevant operating conditions

Record test conditions and duration. An online icon or cleared alarm alone is not closeout proof.

Test / condition	Expected result	Observed result / evidence	Pass / fail / pending

Consider normal operation, relevant modes, alarm recovery, and protective shutdown verification. Use the approved test procedure; document any test that could not be completed.

6 Close out without hiding the remaining uncertainty

Open items / temporary overrides removed or handed off / follow-up owner and date

Evidence saved / technician / reviewer / final status