

Use this tracker during the defects liability period after practical completion. Record each defect raised by the owner, the trade responsible, the rectification date, and the verification outcome until closeout.

1. Project Details

Project name	
Property address	
Contract number	
Practical completion date	
Defects liability period ends	
Owner contact	

2. Defects Raised

No.	Date raised	Defect description	Location	Trade	Status
1					Open
2					
3					
4					
5					
6					

3. Rectification Records

Defect no.	Rectification date	Trade attended	Verification by	Outcome
1				
2				
3				
4				

4. Outstanding Items at DLP End

Total defects raised	Count: ____
Total defects rectified	Count: ____

Outstanding at DLP end	Count: _____
Action plan for outstanding items	

5. Sign-Off

Head contractor	
Owner / client	
Final closeout date	