**sample observation summary sheet**[[1]](#footnote-1)

This summary sheet can be used to compile the meaningful observations of all the observers assigned to **the same sector or site**. Once the observers have filled it out, they should have a list of meaningful observations on which they have all agreed, as well as key findings for each sector or site.

**DESCRIPTION of the sector or site studied** (name, limits or description).

**summary of the observation sessions in the sector or site** (number of observers, time of year, time of day, day of the week, and approximate duration of the sessions as a whole).

***Use only one copy of this page per sector or site.***

SECTOR OR SITE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **MEANINGFUL OBERVATIONS**  | **EXACT LOCATION** | **TOPIC** | **KEY FINDINGS**[[2]](#footnote-2) |
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***Use as many copies of this page as necessary.***

1. . This summary sheet is available in MS Word format on the Web site of the Québec Safety Promotion and Crime Prevention Resource Centre/Centre québécois de ressources en promotion de la sécurité et en prévention de la criminalité ([www.crpspc.qc.ca](http://www.crpspc.qc.ca)). [↑](#footnote-ref-1)
2. 18. Key findings reflect important realities that should be singled out because of their relative importance. The latter derives from their frequency (the number of times they occur, their repetitive nature or the fact that they are mentioned by many people), the perceived seriousness of their consequences, the fact that they represent a trend (e.g. an ever-growing problem), their unusual nature and so forth. Key findings statements can be formulated in different ways, referring to the When? What? Where? Who? or How? [↑](#footnote-ref-2)