Pre-Inspection

1. Who did the OSHA Compliance Officer first contact at the jobsite?

   Name: _____________________________ Title: _____________________________

2. Location where first contact was made ______________________________________

3. Did the Compliance Officer show his or her credentials? Yes______ No ______

4. Compliance Officer Name: _________________________________________________

   Area Office: _____________________________________________________________

5. Did the Compliance Office state why he/she was onsite? Yes______ No ______

   Reason: __________________________________________________________________
   ____________________________________________________________________________

6. Was off-site video or pictures taken? Yes_____ No ______

   What did the Compliance Officer see while off-site? ____________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
Opening Conference

1. Was an opening conference held?  Yes______  No _____  Who attended?

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2. What was the purpose of the inspection as explained by the Compliance Officer?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

3. Did the Compliance Officer review any on-site paper work? Yes______ No ______

What was reviewed? ________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

4. Were any copies taken? Yes_____ No _____

5. Other comments: ___________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Walk Around Inspection

1. List people present during the walk around inspection: ___________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
2. Comments by compliance officer during inspection: ________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

3. Was video or pictures taken during the inspection? Yes______ No ______

(Attach photo log with description)

4. Was any portion of the jobsite shut down? Yes_____ No ______

Describe shut down including employees and subcontractors involved: ________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

5. Were company employees interviewed? Yes_____ No ______

Who was interviewed? Were they recorded? ____________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Section 16 – OSHA Inspection Report

6. Were subcontractors interviewed? Yes_____ No_____

Who was interviewed? Were they recorded? ____________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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Closing Conference

Date: ______________________________    Time: __________________________

1. Was a closing conference held?  Yes______ No ______  Who attended?

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2. Were any alleged violations discussed? Yes______ No ______

Describe alleged violations: _________________________________________________________________
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__________________________________________________________________________________

3. Other Comments:  ___________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________