

## REPORT REVIEW CHECKLIST

Inspection report review process:

- **First**, review the report to ensure key “Structure and Format” elements are present. This will ensure that the information in the report is well organized and clearly presented.
  - Are all attachments and photos referenced?
- **Second**, review for key “Content” elements. Does the report clearly and simply address all that needs to be covered? Is it obvious to the reader what was done? Are potential concerns easily identifiable and is all proof provided? Did the inspector explain the basis for “how they know what they are alleging” in the report, e.g., answers “How do I know what I know?”

<b>REPORT REVIEW CHECKLIST</b>		
<b>Critical Elements Of An Effective Inspection Report</b>	<b>Yes</b>	<b>No</b>
<b>STRUCTURE and FORMAT</b>		
Is the report organized into clear, distinct, topic-based sections? (Introduction, Participants, Procedures, Findings, etc.)		
Are separate paragraphs used for each new topic?		
Are paragraphs short and to the point?		
Is the report written in 1 <sup>st</sup> person? (no shifting between 1 <sup>st</sup> and 3 <sup>rd</sup> person, 3 <sup>rd</sup> person OK for executive summary)		
Is a “Compare and Contrast” style used to describe potential violations? (exact language of requirement used vs. observation)		
Are all potential violations <u>visibly obvious</u> to the reader, e.g., are the set-apart from the text through the use of indents, <i>italics</i> , <b>bold</b> , font changes, or other means?		
Is it clear who said what? (each person identified by name and relationship to facility)		
Are actions verbs used?		
Are sentences short, clear, and direct?		
If more than one inspector did the inspection, did each sign his or her own section? - Is it clear who wrote what?		
<b>CONTENT</b>		
Are only facts and observations included? (e.g., no personal opinions or conclusions)		
Is a detailed description provided of all potential violations? (Is proof provided -- the who, what, when, where, how, and why's?)		
Are photos, diagrams, and maps provided to document each potential violation?		
If sampling was done, are photo and diagrams provided to clearly show where and what sampling was done?		
Is there proof that sampling equipment was properly calibrated, if applicable?		
Is there proof that past violations have been corrected, if applicable?		
Has information from past reports been verified?		
<b>ATTACHMENTS</b>		
Are all attachments referenced in the report? (photos, copies, diagrams, CBI forms, etc.)		
Are sampling results explained, described, and referenced in the report, if applicable?		