**Report Evaluation Guide**

**Goal of the Inspection Report**

An inspection report is the permanent record in clear, suc­cinct, factual language suitable for the intended audience. The primary ob­jective in generating the report is to organize and coordinate all documentation and potential evidence in a comprehensive, understandable and usable man­ner. The narrative and supporting documentation must be:

**Accurate.** All information must be factual and based upon sound practices. All observations must be the verifiable.

**Relevant.** Information in the report should be pertinent to the sub­ject and objectives of the inspection. Information that is not material to the objective should be omitted.

**Comprehensive.** You should leave nothing out which would con­tribute to an accurate determination of the facts or support the objec­tive of the inspection. It is better to have too much good evidence than not enough.

**Organized.** Your report should be well organized and flow in logical sequences. Readers with less technical experience or knowledge should be able reach rational conclusions based upon the narrative and supporting evidence.

**Objective.** Factual information should be presented objectively with­out drawing conclusions. Let the narrative and logical presentation of information lead the reader to draw his/her own conclusions.

**Clear.** The report should be written at a level for its intended audi­ence. It should be succinct and to the point.

**Professional appearance.** This is a permanent record and a profes­sional document subject to scrupulous review. Use acceptable gram­mar with proper spelling and punctuation. Make the document legible, neat in appearance and organized for easy use.

**Most of all, the inspection report must answer the question:**

**HOW DO I KNOW WHAT I KNOW -- for each piece of information presented!**

**REPORT REVIEW CHECKLIST**

Inspection report review process:

* **First,** review the report to ensure key “Structure and Format” elements are present or that it conforms to your organizations standards and that all attachments and photos referenced
* **Second,** review for key “Content” elements. Does the report clearly and simply address all that needs to be covered? Are potential concerns/violations obvious to the reader (**bold,** *italics,* etc.)? Is all proof provided? Did you fully explain “how you know what you know?”

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| **REPORT REVIEW CHECKLIST** | | |
| **Critical Elements Of An Effective Inspection Report** | **Yes** | **No** |
| **STRUCTURE and FORMAT** | | |
| 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 1st person?  (no shifting between 1st and 3rd person, 3rd 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 visibly obvious to the reader, e.g., are the set-apart from the text through the use of indents, *italics*, **bold,** 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? |  |  |
| **CONTENT** | | |
| 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? |  |  |
| Have you fully explained **“How you know what you know?”** |  |  |
| **ATTACHMENTS** | | |
| 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? |  |  |