**Sample**

**DEPARTMENT OF BUILDING**

**Name, Title**

**INSPECTION DIVISION**

**Name, Title**

**Address**

**City, State 00000**

**Phone Contact**

**Email Contact**

**FIELD OPERATIONS AUDITS**

The following section contains audit questions useful in evaluating field performance. Reports:

**Item**

**No. Item Reviewed Yes No**

1. Are in-progress files available for review?
2. Are references used for inspections accurately located

and identified for inspection items?

1. Are sources of information utilized during the inspection

process, i.e., drawings, details, tables, schedules,

standards, specifications codes, etc., identified in the

reports?

1. Do all Daily Reports use a proper method of identifying

the locations of the areas inspected, i.e., grid line

numbers, letters, and written description?

1. Do the reports also reference the section and details

that graphically show the items being inspected?

1. Do reinforcing steel and/or structural steel inspections

identify the bar sizes and grades and/or member sizes

as shown in tables, schedules and general plan notes?

1. Are lap splices for reinforcing referenced to the source

of information, i.e., plans, codes, tables, schedules

and/or plan notes, as applicable?

1. Are other special inspection elements described by

their own characteristics, i.e., height, width, depth, lift,

placement location, etc.?

1. Do projects with more than one building/permit number

show the permit/building numbers that apply to the area

being inspected? Are the building address and permit

numbers recorded on the daily report?

1. Are all inspections referenced to an approved plan sheet?
2. Is all spin-off documentation such as nonconforming item

reports, resolution of nonconforming item reports, testing

and/or inspection results, changes to plans and

specifications, etc., referenced in the daily report with

sufficient information to ensure traceability?

**Date: [MONTH, DAY, YEAR]**

**Department: Building** **Division/Group:**

**Inspection/Engineering**

**[FORM #]: [REVISION #] (continued)**

**Item**

**FIELD OPERATIONS AUDITS (continued)**

**No. Item Reviewed Yes No**

1. Do all special inspectors follow the company-

established form of report sequence numbering

for all daily reports?

**13.** Do in-progress files appear to be current?

**14.** Are copies of final reports being retained?