

When an Inspector Comes Knocking

Central Valley Chemical Safety
Day

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Regulatory Agency Inspection Plan

- **Purpose**
 - Provide guidance to insure all regulatory inspections are handled professionally
 - Provide training to responsible staff
 - Minimize regulatory exposure/ potential penalties

Responsibility

- Determine who has authority and responsibility within your facility
- Develop several individuals for the position
- Be familiar with your operations
- Develop good recordkeeping system
- Develop instructions and procedures for inspections

Procedures

- Receive inspectors promptly and courteously
- Request photo identification and record information
- Escort inspector to a comfortable place for opening conference.
- Establish purpose and scope of inspection
- Escort inspectors at all times
- Limit inspections to the scope presented
- Keep good notes and duplicate everything the inspector requests
- Keep all conversations factual and do not speculate or give any opinions.

Closeout Conference

- Record the findings and alleged violations noted by the inspector
- Request a copy of the inspectors written report
- Keep duplicate copies of anything given to inspector including documents, photos, video's, etc.
- Provide any documentation requested in paper form
- Follow-up with your companies management to review the inspection contents and determine next steps.