

North Carolina Department of Labor
Division of Occupational Safety and Health

Raleigh, North Carolina

Operational Procedure Notice 83A

Field Information System

Subject: Inspection Report Contents - Order of Inclusion

- A. Purpose: This OPN communicates the required order of documents included in a North Carolina Division of Occupational Safety and Health inspection report. This includes OSH forms and any other relevant information, whether provided by the employer, employees, or compiled by the compliance officer during the course of the investigation.
- B. Discussion : It is the primary goal of the Division to maintain consistency in all areas relating to the enforcement of the Occupational Safety and Health Act of North Carolina. In an effort to foster consistency in forms completion and inspection report compilation, it is the policy of the OSH Division that all compliance inspection reports be compiled following a standard inspection report order.
- C. Action: Supervisors will assure that all OSH Compliance personnel adhere to the attached *Inspection Report Contents - Order of Inclusion* is adhered to by all OSH Compliance personnel. The OPN revises and replaces OPN 83. It is effective on the day it is signed and will remain in effect until revised or canceled.

Signed on Original

Kevin Beauregard
District Supervisor

Signed on Original

Robert K. Andrews, Jr.
Director

7/31/98

Date of Signature

Inspection Report Contents

Order of Inclusion

Right Side of File Folder:

1. Draft Response to Complainant/Referral Source (if applicable)*
2. Draft Citations (if applicable)**
3. OSHA-1
4. OSHA-1A (narrative)
5. OSHA-200 Data
6. Copy of Response letter mailed to Complainant/Referral source*
7. Event Report - OSHA-36 (if applicable)
8. Copy of OSHA-7 Given to Employer (if applicable)
9. OSHA-38 Follow-Up Assignment (if applicable)
10. OSHA-90 Referral Report (if applicable)
11. Workplace Measurement Summary Sheet (if applicable)
12. OSHA-170 Investigative Summary (if applicable)
13. Worksheet(s) OSHA 1B or OSHA 1B(IH) (if applicable)
14. OSHA 2B Failure to Abate (if applicable)
15. OSHA-91(s) Air Sampling Report (if applicable)
16. OSHA-92 Noise Survey Report (if applicable)
17. OSHA-93 Direct Reading Report (if applicable)
18. OSHA-98 Screening Report (if applicable)
19. OSHA-99 Octave Band Analysis and Impact Noise (if applicable)
20. Chain of Custody Form (if applicable)
21. Evidence Form (if applicable)
22. Lab/Test Analysis Requests (if applicable)
23. Lab/Test Results (if applicable)
24. Sketches or Diagrams (if applicable)
25. OSHA-18 Photo Record (including negatives)
26. Site Assignment sheet (for programmed inspections)
27. Witness Statements (if applicable)
28. OSHA-59 Employee/Employer Rights and Responsibilities
29. Employee/Employer Provided Documents (Note: confidential documents and medical records shall be submitted in an sealed envelope marked "CONFIDENTIAL")
30. Complaint Response From Employer (if applicable)
31. Other Documents

Left Side of File Folder:

1. Case File Summary Sheet

2. Copies of Issued Citations
3. Disclosure/Contestment Request Form (if applicable)
4. Certified Mail Receipt and Green Card (stapled to inside cover)

*** Draft copies of the response to the Complaint/Referral will be replaced by copies of the final letter(s) mailed and shall be placed behind the OSHA-200 Data.**

**** Draft copies of citation(s) will be replaced by copies of the issued citation(s) at the time of mailing.**