

**North Carolina Department of Labor
Division of Occupational Safety and Health**

Field Information System

Operational Procedure Notice 83B

Subject: Inspection Report Contents – Order of Case File Documents

- A. **Purpose:** This Operational Procedures Notice (OPN) communicates the order of documents to be included in a North Carolina Division of Occupational Safety and Health (DOSH) inspection case file. This includes standard DOSH forms and any other relevant information whether provided by the employer or employee and compiled by the compliance safety and health officer (CSHO) during the course of the investigation.
- B. **Discussion:** A primary goal of DOSH is 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 inspection case file compilation, it is the policy of DOSH that all compliance inspection case files be assembled in accordance with this notice.
- C. **Action:** District Supervisors will assure that all CSHOs and field office administrative support personnel adhere to the attached Case File Report Order of Contents. The inspection case file will be submitted to the District Supervisor by the CSHO with all the required and/or applicable items to include a completed Case File Summary Sheet, Case File Checklist, and Draft Citations.
- D. **Cancellation:** This OPN revises and replaces OPN 83A. It is effective on the day it is signed and will remain in effect until revised or canceled.

Signed on Original

Tim H. Childers
Bureau Chief

Signed on Original

Robert K. Andrews, Jr.
Director

5/15/2000

Date

Left Side Of File Folder (top to bottom as applicable)

1. Case File Summary Sheet
2. Supervisor's Case File Checklist
3. Case File Checklist
4. Certified Mail Receipt(s) and Green Card(s) stapled to the inside left cover

Right Side Of File Folder (top to bottom as applicable)

1. Correspondence Received Subsequent to Citation Issuance
2. Copies of Issued Citations
3. Draft Response to Complainant/Referral Source (Note: Replaced by Item 7)
4. Draft Citations (Note: Replaced by Issued Citations)
5. OSHA-1
6. OSHA-1A Narrative
7. Copy of Response Letter Mailed to Complainant/Referral Source
8. OSHA-36 Event Report
9. Copy of OSHA-7 given to employer and all original OSHA-7(s) Complaint File Forms
10. OSHA-90 Referral Report
11. Workplace Measurement Summary Sheet
12. OSHA-170 Investigative Summary
13. OSHA-1B(s) and Photo Records (OSHA-18 or Other Photo Sheets)
14. OSHA-2B(s) Failure To Abate Notices
15. OSHA-91(s) Air Sampling Report
16. OSHA-92(s) Noise Survey Report
17. OSHA-93(s) Direct Reading Report
18. OSHA-98(s) Screening Report
19. OSHA-99(s) Octave Band Analysis and Impact Noise Report
20. Chain of Custody Form
21. Evidence Form
22. Lab/Test Analysis Request Form(s)
23. Lab/Test Analysis Results Form(s)
24. Sketches or Diagrams
25. Programmed Inspection Assignment Sheet
26. Witness Statement(s)
27. OSHA-59(s) Employee/Employer Rights and Responsibilities
28. Employee/Employer Provided Documents (Trade Secret Documents and Medical Records will be submitted in separate envelopes marked to identify their contents)
29. Other Documents