

North Carolina Department of Labor
Division of Occupational Safety and Health
Raleigh, North Carolina

Field Information System
Part II

Operational Procedure
Notice 83

Subject: Inspection Report's Content Order of Inclusion

A. Purpose. This OPN communicates the required order of information 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 a 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 the area of forms completion and inspection report compilation, a committee of division employees studied the issue. An inspection report order was recommended by the committee, and has been adopted by the Division as policy. The entirety of the committee's recommendations will eventually be included as an appendix to a chapter in the Operations Manual.

C. Action. The following order of report compilation shall be adhered to by all division personnel:

1. OMDS Copies of OSHA 91(s), 92, 93, 98, 99
2. Case Control Card -- OSHA 88
3. OSHA-1 MOD
4. OSHA-1
5. Event Report -- OSHA-36(S)
6. Copy of OSHA-7A Given to Employer
7. Compliant Assignment -- OSHA 60
8. Notice of Alleged Safety or Health Hazards -- OSHA-7A, 7B
9. Follow-Up Assignment -- OSHA 38
10. Referral Report(s) -- OSHA-90
11. Draft Response to Complainant/Referral Source
12. Draft Response to Employer (As Needed)
13. Workplace Measurement Summary Sheet
14. OSHA-1C (**BEGIN NUMBERING PAGES IN UPPER RIGHT HAND CORNER***)
15. Narrative
16. Investigation Summary -- OSHA-170
17. Worksheet(s) -- OSHA-1B or 1B(IH)
18. Air Sampling Report -- OSHA-91(S)
19. Noise Survey Report -- OSHA-92
20. Direct Reading Report -- OSHA-93
21. Screening Report -- OSHA-98
22. Octave Band Analysis and Impact Noise -- OSHA-99
23. Chain of Custody Form

24. Lab/Test Analysis Requests
25. Lab/Test Results
26. Sketches and/or Diagrams
27. OSHA Photo Record -- OSHA 18
28. Employee/Employer Rights and Responsibilities -- OSHA 59
29. Witness Statements **(End Numbering Pages*)**
30. Employee/Employer Provided Documents (Note: Confidential documents and medical records shall be submitted in a sealed envelope marked 'CONFIDENTIAL')
31. Other Documents (List of Appendices)

***Pages will be numbered sequentially and there is no need to have a total on each page (i.e. no need to have 1 of 44). If pages need to be added after the pages have been numbered, use alphabetic additions to the numbers (e.g. 1,2,3,3A,3B,3C,4,...).**

7/27/93
Date



Director