

Pre-Inspection Preparation Checklist

- If a Complaint, has the Complainant been contacted? (See Complainant Follow-up Checklist).
- Review NAICS code to see if company is exempted or has enforcement limitations: [Enforcement Exemptions and Limitations Under the Appropriations Act](#).
- Review exemptions and deferrals (i.e., Carolina Star sites, SHARP sites, partnerships, Consultative Services): [Exemptions and Deferrals](#).
- Review Secretary of State Webpage: [Secretary of State \(Search\)](#)
- Review company inspection history: [Establishment Search](#)
- Review Industrial Data Reports: [Industrial Data Reports](#)
- Review NC Rate Bureau for ERM: (username: ncdol (Get password from PSIM) [North Carolina Rate Bureau](#)
- Reference [1904.1](#) – Partial Exemptions for Employers with 10 or Fewer Employees and [1904.2](#) – Partial Exemption for Establishment in Certain Industries, for companies that have partial exemptions from maintaining the 300 logs.
- Review GS Targeting site to see if the employer is under consultation services deferral for programmed inspection activity: [OSH Division Targeting System](#)
- Review OSHA eTools: [eTools](#)
- Review OSHA Technical Manual: [OSHA Technical Manual](#)
- Review Reference USA: [Reference USA](#)
- Review NFPA Standards: [NFPA Online](#)

Revised February 2023

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- Review **previous inspection case files in OE**, note any citations that were issued and abatement status as documented in the case file, especially high gravity, serious and willful.
- Carefully review all pertinent information contained in the old case files and appropriate reference sources to become knowledgeable concerning the potential hazards and industrial processes that may be encountered.
- Identify the personal protective equipment necessary for protection against these anticipated hazards.
- Reference the Department's Safety and Health Manual, appropriate standards and sampling methods.
- Based on experience and information on file concerning the establishment, select the instruments and equipment that will be needed for the inspection and prepare them according to the standard methods of sampling and calibration.
- When joint inspections are conducted or when a referral is made in-house, review the recommended citations to keep violated standards from being cited twice.
- Anticipatory Warrants. 29 CFR 1903.4 authorizes warrant(s) in advance of an inspection if circumstances are such that "pre-inspection process (is) desirable or necessary."
- Immunization and Other Special Entrance Requirements. These requirements may include proof of up-to-date immunization and the use of respirators, special clothing or other protective devices or equipment.
- Personal Security Clearance. Some establishments have areas which contain material or processes which are classified by the U. S. Government in the interest of national security.
- Insure the following list of **most current** and **up-to-date** [**compliance job aids**](#) are available for the inspection and in sufficient quantities to conduct the inspection (also, include handouts if appropriate). **Note:** This is not a comprehensive list of forms. CSHO may use other forms are needed.
 - Accident Investigation Checklist
 - Accident Notification Form (ANF 1b)
 - Authorization For Release of Health/Medical Records HIPAA (HMR 1).
 - DART and TRC rate calculation Forms
 - Employer Checklist
 - Employer/Employee Rights & Responsibilities Form (OSHA-59) English & Spanish.

- Employee Interview forms
- Evaluation of Safety and Health Program (Good Faith)
- Fatality Notification Form (FNF 1)
- Field Calibration Worksheet (CAL 1)
- Field Sampling Worksheet (FSW 1)
- Imminent Danger Citation Form (OSHA 8)
- Inspection Field Form
- Medical Records Chain of Custody Form (MR 1).
- Multiple Victim Information Supplement Form (MVI 1)
- Receipt of Public Records (PAR 1)
- Witness Statements (OSHA-19)