

Sample OSHA Inspection Notes

I. General Information

Date(s) of Inspection: _____

Compliance Officer(s):

Name: _____

Phone Number: _____

Email Address: _____

Company Representative: _____

Employee Representative (if any): _____

II. The Opening Conference

Attendees at the Opening Conference: _____

Reason for the Inspection: _____

Opening Conference Notes: _____

III. Record Requests

Records or Documents Reviewed by OSHA: _____

Sample OSHA Inspection Notes

Records or Documents Requested by OSHA: _____

Copies Kept? _____

IV. The Walk-Around Inspection

Walk-Around Attendees: _____

Areas Inspected, Photographed, Videotaped, or Measured by OSHA: _____

V. Non-supervisor Interviews

Employees Interviewed by OSHA: _____

Were the interviews videotaped or tape-recorded: ___ yes ___ no

Notes from Employee De-Briefings: _____

Sample OSHA Inspection Notes

VI. Supervisor Interviews

Supervisors Interviewed by OSHA: _____

Interview Notes: _____

Were the interviews videotaped or tape-recorded: ___ yes ___ no

VII. The Closing Conference

Attendees at the Closing Conference: _____

What standards are being cited: _____

Closing Conference Notes: _____
