

Regulatory Inspection Process Flow

0206500_CP_11_10_en_A1.1



1. Notification process

- Compliance agency arrives on site for inspection
Guide them to office/safe area
- Notify SSR, PSO and Safety Department
- Verify Credentials
Notify Subcontractors
Reasonable wait for SSR/PSO/CSM (1hour)

2. Opening Conference

- Inspection Procedures reviewed with inspector & CCE Mgt. team
Document meeting participants
- Determine reason for inspection
 If the visit is from a complaint, get a copy of the complaint
- Acquire OSHA 300 & 300A forms
Ask inspector to qualify for a Focused Inspection

3. Walk Around Inspection

- Determine area and location of inspection
- Answer all questions truthfully and do not volunteer information
- Take photos of area being inspected
Take multiple photos of whatever the inspector photographs (get multiple angles)

4. Alleged Violation & Employee Interviews

- If an alleged violation or unsafe act is observed by the inspector, ensure it is documented and abated
- Ensure that all interviews take place in a safe location, not on an active construction site
- If the inspector interviews employees, it should be done upon completion of the inspection

5. Closing Conference

- Ensure the safety department is on site or on the telephone
Do not argue with the inspector
- Take detailed notes on alleged hazards / problem areas
Document suggestions & abatement actions

Inspection Procedures

A. Releasing Documentation: *Only the Centennial / JV management can authorize the release of operational documents to the inspector. This includes photographing the documents. Identify the documents that the inspector would like copies of and obtain permission from the management team to release them.*

B. Employee Interviews: *All subcontractor and employee interviews will take place in a safe location. During the walk around inspection the inspector may identify individuals they would like to interview. Once the walk around inspection is completed, all personnel that have been identified can be interviewed in a central location away from the work area.*

C Photographs and other recordings *must be forwarded to corporate safety as soon as possible.*

D Regulatory Inspection Record *must be fully completed*