

# Preparing for an Inspection

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# Preparing for an Inspection

This is what you can expect:



# What to Expect - Pre-Inspection:

- A call from EPA, or their representative providing you with a date and time of the planned inspection.
  - Note: There may be some room to adjust the date and/or time of an inspection based on the availability of appropriate personnel.



# What to Expect - Pre-Inspection:

- An email or letter providing information on documents and personnel to have available.
  - Note: The better prepared you are with this information the easier the inspection will be for everyone.



# What to Expect - Pre-Inspection:

- Before the date of inspection, you will be asked to provide the inspectors with information about required safety equipment, and any details they will need to access the facility (ex: check-in, contact information for escort at facility, etc.).



# What to Expect - Inspection:

- Be prepared to provide a meeting location with space for review of documents, interview of employees, and access to facilities.
- Be prepared to make photocopies of any requested documents.



# What to Expect - Inspection:

- Be prepared to take inspectors on a tour of the facility operations. It is helpful to go the same way the process is handled and to provide the inspectors with a flow-diagram or P&ID.
- Be aware that inspectors will be taking photographs during the facility tour.



# What to Expect - Inspection:

- Ensure that management personnel are available for both the opening and closing meetings of the inspection.
- During the closing meeting the inspectors will discuss all findings both good and bad, and answer questions.



# What to Expect – Post Inspection:

- After the inspection you will have 30 days to send any follow up documentation that may have been requested during the inspection.
- Be aware that after the inspection additional information may be requested from the inspector while writing your facility's report.



# What to Expect - Post Inspection:

- Your facility can expect to receive a letter when all review and evaluation is complete to inform you of any findings and any further action.

