



GENERIC INSPECTOR ACTIVITY REPORT FORM

Purpose

This is provided for routine reports associated with the accomplishment of Inspector work activities that do not have a checklist.

I. GENERAL GUIDANCE

A. Recording Activities: A report of each activity accomplished must be made by using the Specific Inspection and evaluation checklists. If, however no checklist is available, this Generic Inspector Activity Form will be used.

B. Nonconformities: These will be recorded in the Inspector Activity Form and will be handled in accordance with the procedures in the inspector handbooks.

INSPECTOR ACTIVITY REPORT FORM

The inspection report template has been designed to encourage uniformity in report writing after inspector activities. The form can be used for various types of activities that require a more narrative type of reporting. All the fields are quite straight forward to complete except the unique reference number field. The Unique Reference Number is to be determined as follows:

Instructions for generating a unique reference number

- Example: DCAREP/2012/03/ASI005/01
- The first six characters are constant and are an abbreviation of DCA report.
- This is followed by a right slash.
- The complete four digits for the current year followed by a right slash.
- The two digits for the current month (must be two digits), followed by a right slash.
- The lead Inspector's complete ASI Number without spaces or characters followed by a slash.
- The serial number sequence of reports (CAAREP) completed by the particular inspector for the current month only.

INSPECTION REPORT

1. Overall assessment and Recommendation

<p>*ACTION TAKEN</p> <p>I=in work C=completed D=disapproved/returned S=satisfactory inspection, no issues found F=follow up required <u>A=approved/accepted</u> V=Validation</p>	<p>Inspection of amendments to FOB for Odusa Trading to comply with audit findings Feb 2019</p>
<p>[Sign Off Here]</p> <p>.....</p> <p>INSPECTOR SIGNATURE</p>	
<p style="text-align: right;">Additional comments attached <input type="checkbox"/></p> <p style="text-align: right;">Additional comments on back <input type="checkbox"/> =></p>	

Unique Reference [DCAREP/2019/06/ASI067/03] {See instructions above}

Inspection dates [30/06/2019]

Reporting inspector [Danielle Bruckert]

Type of Task [AOC Renewal / FOM Amendment]

Operating Certificate [N/A] Certificate No. []

Issuing Authority [N/A]

Issue Date [N/A]

Valid Until [N/A]

Date of previous [N/A]