



SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT POLICIES AND PROCEDURES

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Topic:	<u>Inspection Checklists</u>		
Distribution:	<u>Compliance Division Staff</u>		

This policy and procedure provides guidance to staff in the preparation and use of inspection checklists.

Staff should either prepare an inspection checklist, or obtain an approved inspection checklist for every inspection. Alternative methods may be used with prior Compliance Supervisor approval. The inspection checklist is a source or category specific form. It lists the equipment and operations to be inspected and provides both a checklist of compliance parameters and spaces for data, information and inspection comments. Staff should use the inspection checklist as a guide to ensure all essential elements of compliance are observed and verified. Many sources have inspection checklists which are unique and designed to specifically serve a permit or source type.

The following elements should be included in all inspection checklists:

Permit Information

1. Name of source
2. Address of source
3. Phone number of source
4. Name of contact person
5. Permit number(s)

Inspection Information

1. Date of inspection
2. Time of inspection
3. Name of staff
4. Name of person giving consent to inspect

Equipment Information

1. List of all permitted equipment to be inspected
2. List of processes to be inspected

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

Compliance Parameters and Permit Conditions

1. A review of all submitted annual reports since the last inspection
2. List of all applicable rules, regulations, permit conditions and orders that apply to the facility or equipment
3. List of equipment-specific or applicable facility-wide permit conditions
4. List of required data to determine compliance with rules, regulations, orders and permit conditions

Inspection Comments

The inspection comments section of the checklist is a location to record additional observations not included on the checklist. For example; corrections to the permit and/or engineering notes.

The inspection checklist is not an inspection report. Rather, it is an aid for staff to ensure sufficient information is gathered to determine compliance. The inspection checklist also provides a systematic method of recording observations made during the inspection. The inspection checklist does not replace the inspection report in the file. However, the inspection checklist may be included as an attachment to the inspection report.