



# Delaware County Regional Sewer District Standard Work Rule

Subject	Effective	Supersedes	This Sheet	Total
Inspection Reports and Permit Audit	12-22-15	8-22-14	1	1

**Purpose:** This work rule shall establish procedures for the auditing of inspection reports and permits that are used throughout the DCRSD. The inspection reports and permits are required critical safety procedures that protect all employees from unsafe work conditions.

## Work Rule:

- The auditing shall be conducted biannually during the facility audits;
- All inspection reports and permits shall remain filed at each location until audit.
- Each Manager shall collect all inspection reports and permits that are completed in their respective department;
  - Pre-use forms for fork lifts and aerial lifts
  - Commercial Vehicles
  - PRCS and NPRCS permits
  - Generator Inspection and Testing
- The Operations Superintendent shall review all completed inspection reports and permits for lessons learned and any discrepancies, and shall be reported during the Managers and JHSC meetings.
- Once the review has been completed, they shall be delivered to the JHSC records keeper for proper filing.