

Multi-site inspection documentation checklist

Every inspection record has to pass four tests, no matter which permit, contract or standard requires it. Pick one site. Answer each question for that site only, with Yes, No or Not sure. Count every Not sure as a No. Every answer should take less than one minute.

Site or facility: _____ Date: _____

Test 1 The record exists for every required inspection

	YES	NO	NOT SURE
1 Can you list every inspection this site required last quarter and show a record for each one?	☐	☐	☐
2 If an inspection was missed or late, does the record flag it, or would you only find out by counting?	☐	☐	☐
3 When an unscheduled inspection happens, after a rain event or a client request, does its record land in the same place as the scheduled ones?	☐	☐	☐

Test 2 The record is tied to a verifiable place and time

4 Does each record show where it was taken as a mapped point or coordinate, not just a site name typed into a field?	☐	☐	☐
5 Is the time on the record the time of the inspection, not the time the form was submitted?	☐	☐	☐
6 Are photos attached to the record itself, with location and time?	☐	☐	☐

Test 3 The record shows the condition observed, if a corrective action is necessary, and the steps to close out

7 For every open corrective action on this site, can you see who owns it, when it was raised and its current status in the record, without asking anyone?	☐	☐	☐
8 When a corrective action is fixed in the field, is it closed out right then, or does someone update it later?	☐	☐	☐
9 If two different inspectors walked this site a week apart, would they record the same condition the same way? Or does the record depend on who did the inspection?	☐	☐	☐

Test 4 The record can be produced on demand

10 If an auditor, a client or an agency asked for this site's inspection records this afternoon, could one person pull them from one system today?	☐	☐	☐
11 Does the record reach the system the business runs on, such as your project management platform, ERP, CRM or document repository, without someone retyping it?	☐	☐	☐
12 When the project closes or the facility changes hands, can you still produce the records for the full retention period without relying on one person's login or device?	☐	☐	☐

Total Yes answers

of 12

11 to 12 This site's record is strong. Run the same twelve questions on the site you are least sure about.

7 to 10 Inspections are happening, but the record has gaps. Your No answers are what an auditor or client would find.

6 or fewer The record is being rebuilt by hand every time someone asks for it. That time is already costing the program, whether or not it shows up as a line item.

The same four tests apply whether the requirement comes from a construction general permit, an industrial stormwater permit, a client contract or an internal EHS standard. A record that fails any one of them has a gap an auditor or a client will find.

Prepared by Forerunner. Forerunner is a field intelligence layer for multi-site operators. It works on top of the mapping, EHS and business systems you already run, captures each inspection against its site through the mobile app, and writes the record back to those systems. If your team is working through how inspection records hold together across sites, we would like to hear from you at withforerunner.com/contact.