



Process: Account Management & Project Execution

Topic: Create & Complete On-Site Inspection Checklists

Groups Involved: PMs, Vendors, SEs, FTs, STRs, CSMs, and RM/TMs



Topic Purpose & Overview: Procore's Inspections tool offers templates for thorough on-site structure inspections, ensuring all levels and conditions are reviewed and documented. It includes safety audits to meet or exceed OSHA standards and provides on-call technical support for both emergency and non-emergency situations.

Key	
Color	Person Responsible for Action
	Vendor
	StructureCare

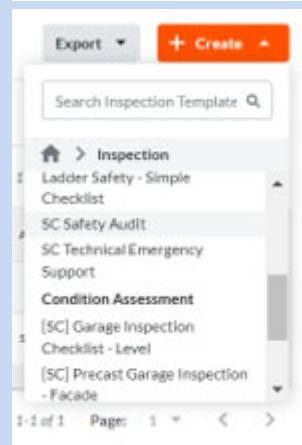
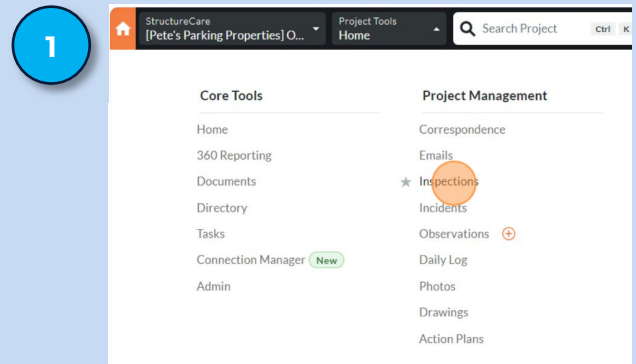
Steps

StructureCare PM assigns Vendor an SC Safety Audit Inspection Checklist

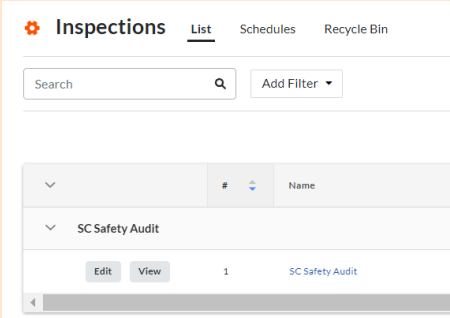
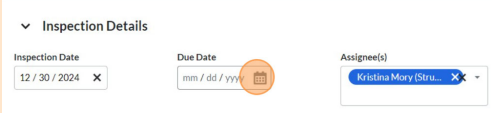
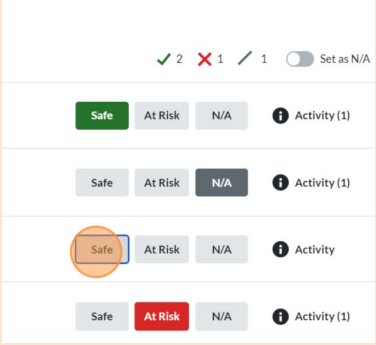
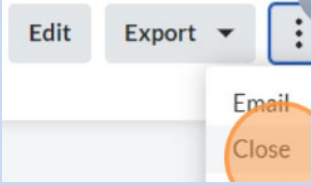
1. PM Assigns **“SC Safety Audit”** Checklist in the assigned project(s) **“Inspections Tool”**

Note: SC Safety Audit Inspections are scheduled for vendors every 7 days throughout the project's duration

Visuals



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Steps	Visuals
<p>StructureCare Vendor Completes the assigned SC Safety Audit Inspection Checklist</p> <p>To be completed by an SC Vendor at least once every 7 days throughout the project. StructureCare PMs to complete when on site during an active project.</p> <ol style="list-style-type: none"> 2. SC Vendor selects the “SC Safety Audit” template assigned by the StructureCare PM. 3. Inspection Details should include the “due date”, vendor to complete the inspection, and the StructureCare Project Manager. 4. Assigned onsite vendor performs inspection marking items as “safe”, “at risk”, or “N/A” for each item. 5. PM reviews SC Safety Audit Checklist and changes inspection status to “Close” when complete. 	<p>2</p>  <p>3</p>  <p>4</p> 
<p>StructureCare PM reviews Completed SC Safety Audit Inspection Checklist</p> <ol style="list-style-type: none"> 1. PM reviews SC Safety Audit Inspection Checklist and changes inspection status to “Close” when complete. 	<p>1</p> 

Guidelines