

# THE INSPECTOR IS HERE!

BE PREPARED

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# Compliance

- Know your equipment onsite
  - Also rental and contractor equipment
- Maintain current copies of permits
- EH&S and operators familiar with conditions
  - Review at least annually
  - Annual and new employee training
- Maintain current, organized records
  - Both hard copy and electronic
- Develop an annual compliance calendar
- Central location(s) for document storage

# Protect your Rep

- Maintain good relations with AQMD, your permit engineer, and your inspector(s)
- Maintain positive public relations with community and environmental groups
- Track social media blogs related to your business or about your company

# Preparing for Inspection

- Have a specified route
- Have designated contacts and backups at each area within facility
- Do periodic walk-throughs as checks
  - Confirm local logs up to date
  - Housekeeping
  - Contractor work areas

# Inspection Day

- Ask the nature and scope of inspection
  - Are there any equipment they wish to focus on?
  - Do not include out-of-scope items, if possible
- Provide safety briefing before inspection
- View equipment and control equipment if scope is open

# Inspection Day (cont.)

- Take notes (preferably have an assistant take them so you can focus on inspector)
- Answer questions honestly and to the point
- Listen first, talk second
- Don't be afraid to say "I don't know"
- Recap with inspector at the end

# Expect the Unexpected

- Incomplete records
- Violation of permit condition
- Unpermitted source
- Other surprises

# Post Inspection

- Meet internally with team to summarize
- Address any issues or incomplete records
- Immediately start corrective action
- Send inspector any follow-up or missing items
- Ensure close-out of action items
- Modify your inspection process for next time



# QUESTIONS?

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