## State of Nevada **DIVISION OF INDUSTRIAL RELATIONS**

## **Mechanical Compliance Section Opening and Closing Conference**

Authority - NRS 455C and NAC 455C

### **OPENING CONFERENCE:**

Signature

OWNER/USER and/or CO	ONTRACTOR COMPA	NY NAME:		
Date:		Time:		1
<ol> <li>The Legal Authori</li> <li>The owner/user an</li> <li>The owner/user an</li> <li>Violations will be be</li> </ol>	id/or Contractor must de brought to the owner/use	ection, Show I.D.  right to deny entry, explain (Warresignate a walk-around representater and/or Contractors' and employed to the purpose of the inspection.	ive:	zl.
GRANTS Entry	(Initial)	DENIES Entry	(Initial)	
OWNER/USER and/or CO	ONTRACTOR REPRES	ENTATIVE		
Name:		Title:		
Pr	rint			
Sign	ature	<u> </u>		
MECHANICAL or SPEC	IAL INSPECTOR REPI	RESENTATIVE		
Name:		Title:		
Pr	rint			
Sign	ature			
CLOSING CONFEREN	NCE:		·	100
OWNER/USER COMPAN	NY NAME:			
Date:		Time:		
2. Notice of Violation a	and/or proposed adminis ghts following an inspect	ection; standards and reasonable a strative fine. cion concerning appeal process.	batement procedures and t	ime.
The above items were disc	cussed with:			
OWNER/USER REPRES	ENTATIVE			
Name:		Title:		···
Pr	rint			
Sian	in frame	Phone #:		
MECHANICAL or SPEC	ature IAL INSPECTOR REPI	RESENTATIVE		
Nama		(m) 4.1		
Name:		Title:		

#### Instructions for the Mechanical and Special Inspector

# OPENING CONFERENCE: Prior to the conducting the actual inspection, you must conduct an opening conference as follows:

- 1. Contact a Management Owner/User and/or Contractor, who has the authority to grant you entry into the facility / construction site to conduct the inspection.
- 2. Conduct the opening conference using the form on the other side of this paper. Fill out the top of the form and then explain the following:
  - a. The purpose, scope and nature of the inspection, **Show I.D.** Explain in general terms the scope of the inspection, including the physical inspection of the workplace, rights during an inspection, and the closing conference to be conducted after the inspection.
  - b. The Legal Authority for the inspection.
  - c. The owner/user and/or Contractor has the right to deny entry, explain (Warrant).
  - d. The owner/user and/or Contractor must designate a walk-around representative. Write the name of the representative on the front page.
  - e. Violations will be brought to the owner/user and/or Contractors' and employees' attention and noted.
  - f. Photos and/or Videos may be taken related to the purpose of the inspection. NOTE: If an owner/user clearly refuses to allow photo or video recording during an inspection, you shall contact the Safety Manager to determine if video recording is critical to documenting the case. If it is, this may be treated as a denial of entry.
- 3. Have the Management Official initial as to whether or not they agree to the grant entry or deny entry. Should the company deny you entry, immediately call the Mechanical Safety Manager or Mechanical Safety Supervisors. Do not leave the site until the call has been accomplished.
- 4. When the Management Official grant you entry have the person print their name, title and then sign under the OWNER/USER and/or CONTRACTOR REPRESENTATIVE located below the grants entry line. You, as the inspector, will fill out the next portion.
- 5. The physical portion of the inspection can now begin.

#### CLOSING CONFERENCE: Prior to the leaving the work site, you must conduct a closing conference as follows:

- 1. With the OWNER/USER COMPANY Management Official who is authorized to representative the company and sign the NOV form and closing conference form, explain the following:
  - a. If violation(s) were observed during the inspection; explain the standards and reasonable abatement procedures and time.
  - b. Notice of Violation and/or proposed administrative fine. Should you be proposing NOVs you will present the Notice of Violation form to the Management Official and have them sign the forms. The proposed administrative fines will be mailed to them.
  - c. The owner/user's rights following an inspection concerning appeal process.
  - d. Follow-up inspections.
- 2. After explaining the closing conference information to the owner/user company have the person print their name, title and then sign under the OWNER/USER REPRESENTATIVE located below the explained items. Tell them that you are having them sign this form showing that you discussed the above items with them. You, as the inspector, will fill out the next portion.
- 3. The filled out form shall be returned to the Mechanical Section with the inspection form.