

# Monthly Compliance Reports

## Procedure for inspections

1. *Notify your Supervisor on the results of the inspection*
2. *Circle all N's on the report and correct immediately*
3. *On cover page of report or on a separate sheet, write all N's and sign off that all have been corrected*
4. *Notify your Supervisor that you are ready for them to come and verify that all N's have been corrected*
5. *The corrected report must have the managers and Supervisor's signature.*

If you receive a N this month, and next month it is still not corrected to their satisfaction, that item becomes a compliance item. If you have equipment issues that are maintenance items, you must call those in daily, if necessary, to get them fixed.

After the Supervisor has checked all the N's on the report and verified they are corrected, they will turn in the report. The corrected report must be turned in by the end of the month to get any kind of bonus for that month.