

Standard Operating Process for Inspection Services and Inspection Reporting

Date of Last Review: March 31, 2025
Approved by: Prabal Lahon, Director

Inspection assignments are usually project-based and specialized in nature. Arctic Consultancy engages experienced, certified professionals as **Independent Contractors**. These individuals function as subcontractors under our oversight, allowing us to respond flexibly to our clients' variable inspection needs without compromising on quality, safety, or compliance. While the inspectors operate independently in the field, **Arctic Consultancy remains the single point of responsibility** with **centralized governance** for all deliverables, including quality assurance, scheduling, and reporting.

Arctic Consultancy delivers dependable inspection services at highly competitive rates by leveraging open-source technology for managing the process and reporting. We ensure our inspectors are compensated at industry-standard rates while maintaining low operational costs through efficient, open-source solutions. Below, we outline the key steps in our process.

Step 1: Inspection work is identified by client

Step 2: Inspector assigned to work

Arctic Consultancy issues a Work Order and Scope Document to the assigned inspector outlining:

- Scope of inspection
- Applicable codes and standards
- Safety requirements and reporting protocols
- Site contacts and
- Access procedures

Step 3: Kick-Off meeting between key stakeholders:

Participants:

- Owner Project Manager,
- Arctic Consultancy Project Manager and
- Inspector
- Fabrication Shop (if relevant for the scope)

Objective:

- Align on expectations
- Site logistics
- Deliverable timelines.

Step 4: Although we offer a range of standard inspection report templates, we have found that the highest level of customer satisfaction comes from collaborating with clients to develop customized reports tailored to each project's unique needs. For this reason, we prioritize this step to ensure every report aligns precisely with project requirements.

Step 5: Our certified inspectors conduct thorough on-site examinations and document findings using the approved report format. Where applicable, high-resolution photographic evidence is captured to support observations.

Step 6: Reports are submitted through our centralized web platform, which utilizes Google Forms integration. This system enables inspectors to efficiently enter key inspection identifiers, upload reports, and attach high-resolution images. The intuitive interface maintains simplicity while ensuring quality control, and provides Arctic Consultancy with automated backend reporting capabilities for enhanced project management.

To access our digital submission portal, users must first register via the link below and receive approval from Arctic Consultancy

<https://arcticconsultancy.com/submit-inspection-reports>

(Require access approval by Arctic Consultancy)

SUBMIT YOUR INSPECTION REPORTS

WELD INSPECTION REPORT

COATING INSPECTION REPORT

NDT INSPECTION REPORT

OTHER INSPECTION REPORT

Customizable report submission portal allows wide variety of data capture and report generation for efficient Project Management

Questions Responses **1** Settings

Section 1 of 2

WELD INSPECTION REPORT

Project and Client information

Project Name *

Name of Client *

Project Location *

Name of Submitter *

After section 1 Continue to next section

Section 2 of 2

WELD INSPECTION

Inspector Name

Inspection Date

Remarks

Upload Weld Report

Upload Weld Images

WELD INSPECTION

Inspector Name

Test Inspector

Inspection Date

DD MM YYYY

10 / 05 / 2025

Remarks

Test Remark

Upload Weld Report

163004-ENG-FO...

Add File

Upload Weld Images

1338729137874...

Add File

Upload multiple
high quality
photographs

Questions Responses **1** Settings

Settings

Make this a quiz ☐

Assign point values, set answers and automatically provide feedback

Responses

Manage how responses are collected and protected

Collect email addresses ☐

Respondents will manually enter their email response

Responder input

Send responders a copy of their response ☐

Off

Allow response editing ☐

Responses can be changed after being submitted

REQUIRES SIGN-IN

Limit to 1 response ☐

FILE UPLOAD

Total size limit for all uploaded files

Responses will not be accepted after the limit is reached. [Learn more](#)

10 GB

Presentation

Manage how the form and responses are presented

Defaults

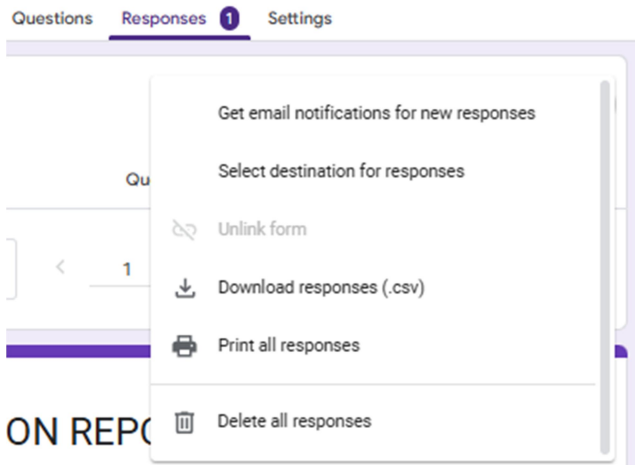
Form defaults

Settings applied to this form and new forms

Question defaults

Settings applied to all new questions

Settings:
Control
distribution
and manage
access



Download data
in CSV format to
generate reports

Section 1 of 2

NDT INSPECTION REPORT

Project and Client Information

Project Name *

Name of Client *

Name of Submitter *

After section 1 Continue to next section

Section 2 of 2

NDT INSPECTION

Description (optional)

NDT INSPECTION TYPE

☐ Ultrasonic Testing

☐ Radiographic Testing

☐ Magnetic Particle Testing

☐ Liquid Penetration Testing

☐ Other...

Section 1 of 2

OTHER INSPECTION REPORT

Project and Client Information

Project Name *

Name of Client *

Name of Submitter *

After section 1 Continue to next section

Section 2 of 2

OTHER REPORTS

Description (optional)

Report Title

Short-answer text

Inspector Name

Short-answer text

Inspection Date

Day, month, year

Customizable report submission options by different Project, Site Location, Inspection Category etc. making our simple system highly flexible and scalable.

Section 1 of 2

COATING INSPECTION REPORT

Project and Client Information

Project Name *

Name of Client *

Name of Submitter *

After section 1 Continue to next section