



T-shore
Education

Inspection Report

Example for Instructor



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Module:

**Teamwork and
Communication**

Learning scenario:

**Effective Teamwork
and Communication**



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Atlantic Technological University		Scalda	
Energy Innovation		Skilliant	
Fagskolen Rogaland		Skive College	
Hydrogen Valley		TCNN	
Katapult		Wind Energy Ireland	
Noorderpoort		World Class Maintenance	
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***Note** This is a fictive generic equipment checklist intended for training purposes and therefore may vary from the equipment checklist provided by a company. It is important that a technician always read and fill checklist carefully prior to any task.*

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1 Administration data

Table 1. Documentation overview

Order number	
Order name	
Priority	
WTG serial number	
Site name	
Date	
Reporting by	
Site Supervisor	
Exercise start hour	
Exercise end hour	

Table 2. Report overview

Report type	
Reason for exercise	
Exercise type	
Component serial number	
Component manufacturer	
Component model	
Date of previous exercise	

2 Safety protocol

Table 3. Safety procedures

	LOTO start hour	Signature	LOTO end hour	Signature
LOTO procedure				

3 Inspection list

Table 4. List of inspection points

Inspection category	Inspection point	Possible damage	Comment
1.0 Lego Building Challenge - start			
1.1 Lego instructions	Visual inspection		
1.2 Lego components	Visual inspection		
1.3 Communication radio	Visual inspection		
	System check		
1.4 Lego Building Challenge - end			
1.5 Lego construction	Visual inspection		
1.6 Communication flow reflection	Observe flow at start		
	Observe flow at end		
2.0 Verbal Communication - start			
2.1 Lego Technic Crane	Visual inspection		
	System check		
2.2 Movable object	Visual inspection		
2.3 Verbal Communication - end			
2.4 Communication flow reflection	Observe flow at start		
	Observe flow at end		
3.0 Non-Verbal Communication - start			
3.1 Lego Technic Crane	Visual inspection		
	System check		
3.2 Movable object	Visual inspection		

3.3 Non-Verbal Communication – end



2.4 Communication flow reflection	Observe flow at start		
	Observe flow at end		

4 Inspection report

Summary of inspection outcomes:

Proposed next steps:

Additional Notes:

Employee Signature:

Date:

Supervisor Signature:

Date:



5 List of Attachments

Table 5. List of report attachments

Nr.	Name of attachment
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



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