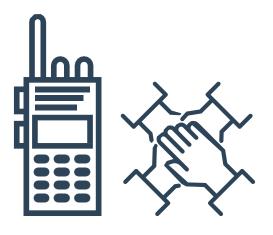


# **Erasmus+**

Enriching lives, opening minds.

# **Inspection Report**

Example for Instructor



### Module:

Teamwork and
Communication
Learning scenario:
Effective Teamwork
and Communication





Atlantic Technological University		Scalda	
Energy Innovation	#	Skilliant	
Fagskolen Rogaland	===	Skive College	+
Hydrogen Valley	==	TCNN	
Katapult		Wind Energy Ireland	
Noorderpoort		World Class Maintenance	
POM West-Vlaanderen			



























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#### **Document Information**

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Document Title	Teamwork and Communication Inspection Report
Primary Author(s)	Nuala Carr
Co-Author(s)	All partners

#### Version Control

Version No.	Date	Description	Prepared by	Checked by
01	22.11.2024	New instruction created	NC	All partners
02	30.04.2025	Amended following technical review	NC	
03	05.2025	Document Updated	DH	

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	Visual inspection		
radio	System check		
1.4 Lego Building Challen	ge - end		
1.5 Lego construction	Visual inspection		
1.6 Communication flow	Observe flow at start		
reflection	Observe flow at end		
2.0 Verbal Communication	n - start		
2.1 Lego Technic Crane	Visual inspection		
	System check		
2.2 Movable object	Visual inspection		
2.3 Verbal Communication	n - end		
2.4 Communication flow	Observe flow at start		
reflection	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:
Additiona	l Notes:
Employee	e Signature:
Superviso Date:	r Signature:





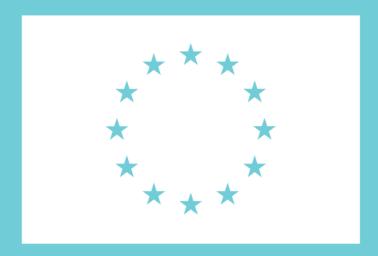


## **5** List of Attachments

Table 5. List of report attachments

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





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