

- 4 Review and analyze available material concerning the installation to be inspected.
- 5 Establish a work plan.
- 6 Assure that each member of the inspection team is fully informed and understands the objectives of the inspection, procedures to be followed, and what is expected of them.
- 7 Revise the work plan as needed following the opening conferences.

(2) Phase 2 -- Onsite Action

The onsite action phase of an inspection, for discussion purposes, extends from the inspection team's time of arrival at the installation to be inspected until their departure time. Considerable overlapping occurs between this phase and the planning and reporting phases since throughout the onsite action phase there is usually a need to round out plans and prepare for interviews and review of certain aspects of personnel management. Further, closeouts, discussed as part of the reporting phase, are usually conducted prior to the inspection team's departure.

Onsite action will differ in each inspection depending upon such factors as the type of inspection, coverage, issues and problems involved, etc. Subchapter 4 of this manual supplement discusses in detail onsite action for each major coverage area.

The onsite action phase is that period when the inspection team is a guest of the agency being inspected. It is that period when each inspector, as the Commission's representative, is on display and subject to scrutiny by officials and employees of the agency. As the Commission's representative, each inspector's conduct should be above reproach and reflect favorably upon the inspector and the Commission. To mention only a few characteristics, the inspector must be tactful, courteous, knowledgeable, and businesslike throughout the inspection.

First appearances are important and indicative of things to come. Therefore, from the moment the inspection team arrives at the installation every move should be purposeful and well coordinated. To the extent possible, the team's arrival time at the installation on the first day and all subsequent days should correspond to that observed by the employees. The daily departure time should also correspond to the installation's. The presence of a Commission inspection team at an installation is usually of keen interest to all employees. Since this may be the first and only time that employees have contact with a Commission representative, it is highly desirable that this one contact leave a favorable impression. In a sense, the conduct of a Commission inspector helps to set the high level of conduct expected of all Federal employees.

Immediately upon arrival, the inspection team must move toward getting opening conferences underway and on to other aspects of the inspection.