

4 The approach to be used, e.g., types of interviews, kinds of interview questions, etc. Teams should tailor their approach in accord with the general and specific objectives of an inspection. Since objectives may change, variations in order and use of approaches should be introduced as required.

5 The role of each inspector in each phase of the inspection. Assignments made to team members early in the inspection will contribute to their involvement in the inspection, and thereby contribute to depth coverage and comprehensive and realistic reporting.

6 A structured or semi-structured format for reporting results of interviews and other inspection factfinding and survey techniques. Some conformity in the manner of reporting should be agreed upon to facilitate synthesis, analysis, and study of all findings at the completion of the inspection.

7 A work schedule which provides sufficient time for effectively carrying out inspection plans, e.g., sufficient time to enable inspectors to

a make full and effective use of all inspection techniques and procedures,

b develop an effective team working relationship, and

c attempt creative approaches to problem solving and report writing.