

MISTAKES ON THE INSPECTION REPORT	<p>The inspection report must be read carefully before printing to determine that all information and spelling is correct.</p>
	<p>To make the inspection report as error free as possible:</p> <ul style="list-style-type: none">• run “Spell Check”• check that all citations are correct• for Categories I, II and IV, check that the section/subsection is the same cited on the previous inspection(s). If the incorrect section or subsection was cited, cite the correct section and subsection and add: “Cited incorrectly under (<i>section/subsection #</i>) on (<i>date</i>) inspection.”• reread the narrative section for appropriate wording to describe the problem <p>If minor errors are noted during the exit briefing:</p> <ul style="list-style-type: none">• cross through the mistake with one line (NOTE: Do NOT black out the incorrect information), and• initial any changes <p>If major or multiple errors are noted during the exit briefing:</p> <ul style="list-style-type: none">• correct the report on the computer, and• reprint the appropriate pages