

Appendix E – Sample Inspection Forms

\* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

**INSPECTION OF SPECIAL USE**

(FSM 2716.53-R10)

Permitee: \_\_\_\_\_ Date: \_\_\_\_\_ Desig: \_\_\_\_\_

Location: \_\_\_\_\_ Lot No.: \_\_\_\_\_

1. **Improvements:** Have new structures been built since last report? \_\_\_\_\_

What? \_\_\_\_\_ By Approved Plan? \_\_\_\_\_

List of Improvements:

<u>Type</u>	<u>Cond.</u>	<u>Type</u>	<u>Cond.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. **Sanitation:**

A. Type of sewage disposal: latrine, etc. \_\_\_\_\_

B. Type of garbage disposal \_\_\_\_\_

C. Type of water supply \_\_\_\_\_

3. **Landscaping:**

A. Are natural conditions preserved around site? \_\_\_\_\_

B. Are natural colors used? \_\_\_\_\_

C. Are grounds tidy and void of debris? \_\_\_\_\_

4. **Fire Prevention:** \_\_\_\_\_

5. **Explain deficiencies:**

back of form if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Date of last inspection: \_\_\_\_\_

7. Photo taken of area: \_\_\_\_\_ Date of last photo: \_\_\_\_\_

Examined by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

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ALASKA REGION OUTFITTER/GUIDE PERFORMANCE EVALUATION

**Mid-Summer Evaluation (circle one) Annual Evaluation**

Name of Holder:

District/Monument:

Assigned Site or Camp:

Type of Operation:

Date Inspected:

**Circle Appropriate Responses:**

Holder representative Present: Yes No

Assigned Site in Operation: Yes No

Comments:

**Evaluation: A -Acceptable; UN - Unacceptable; NI - Needs Improvement; NC - Not Checked; NA - Not Applicable**

<b>A. Site:</b>	<b>A</b>	<b>UN</b>	<b>NI</b>	<b>NC</b>	<b>NA</b>
1. All improvements are authorized by permit, location and development as authorized.					
2. Clean up and sanitation in accordance with permit.					

Comments:

<b>B. Permit Compliance:</b>	<b>A</b>	<b>UN</b>	<b>NI</b>	<b>NC</b>	<b>NA</b>
1. Compliance with terms of permit and operating plan.					
2. Insurance submitted on time and complete.					
3. Signed permit submitted on time and complete.					
4. Payments received by due date.					
5. Holder submitted/dated/corrected operating plan.					
6. Actual use reports completed and submitted on time.					
7. Compliance with Federal, State, Borough, laws and regulations					
8. Compliance with Title VI, Nondiscrimination					
9. Holders advertising refers to use on National Forest lands					

Comments:

<b>C. Public Service</b>	<b>A</b>	<b>UN</b>	<b>NI</b>	<b>NC</b>	<b>NA</b>
1. Holder behaves professionally toward the people they serve, other agencies, and other permit holders, and during interactions with the Forest Service.					
2. Number and qualifications of employees meets permit specifications.					
2. Clients provided with health and safety standards as provided in the approved operating plan/safety plan.					
3. Equipment provided meets health and safety standards as required in the approved operating plan.					
4. Rates, services, and/or accommodations provided as submitted in the approved operating plan					

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Comments:

Talley of comments received from clients/Public: \_\_\_\_\_ Positive comments \_\_\_\_\_ Negative Comments

Evaluator(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Prior Performance (if applicable):** Are items from last performance evaluation corrected? Yes No

Comments and/or Corrective Action Needed:

**Mid Season Rating: N/A** Acceptable Probationary Unacceptable (circle one)

**Annual Rating:** Acceptable Probationary Unacceptable (circle one)

The annual rating is subject to appeal under 36 CFR 251 Subpart C. The District/Monument Ranger is willing to meet with the holder to discuss any concerns, or issues related to this evaluation. Any appeal and a statement of reasons must be submitted to the Forest Supervisor at 648 Mission Street, Ketchikan AK 99901 within 45 days of the date of the annual rating.

Comments on Rating **(Space is available for Forest Service and Holders comments)**

District/Monument Ranger: \_\_\_\_\_ Date \_\_\_\_\_

Holder: \_\_\_\_\_ Date \_\_\_\_\_

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## Performance Appraisal Concession Campgrounds

Forest: \_\_\_\_\_  
Appraiser: \_\_\_\_\_

Permittee: \_\_\_\_\_  
Date: \_\_\_\_\_

Performance Item	Above Standards	Meets Standards	Below Standards	Unacceptable
<b>1. PERMIT TERMS</b>				
!A. Insurance requirements met				
!B. Payments timely				
C. Use reports accurate & timely				
!D. Title VI requirements met				
E. Advertising & signage acceptable				
F. Other permit terms met (specify below)				
Granger-Thye Projects				
<b>2. OPERATION &amp; MAINTENANCE PLAN</b>				
!A. O&M Plan properly submitted				
!B Fees & services provided as represented				
C. Reservations Plan properly submitted, followed				
D. Employees knowledgeable of operating plan				
E. Pre- and post-season ops & maintenance performed correctly and in timely manner				
F. Proper ID of equipment and staff				
<b>3. MEANINGFUL MEASURES</b>				
<b>Health and Cleanliness</b>				
!A. Humans free from exposure to human waste				
!B. Water system managed in compliance w/ all state and Forest Service standards and requirements				
C. Sites meet <i>Cleaning Rec Sites</i> standards				
D. Garbage does not overflow containers E. Garbage containers are vermin proof				
F. Litter & waste removal is timely (within 24 hrs)				
G. Graffiti removal is timely (within 48 hours)				
H. Toilets & garbage containers clean, odor free				
<b>Setting</b>				
A. Site capacity limits maintained				
B. Plans and colors approved before work starts				
C. Services & recreation opportunities are consistent with ROS objectives				
D. Vegetation management plan adhered to				
E. Unacceptable soil compaction, erosion, vegetation loss, etc., prevented or corrected				

! Denotes a Critical Element

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Performance Item	Above Standards	Meets Standards	Below Standards	Unacceptable
<b>Safety &amp; Security</b>				
!A. Safety inspections completed & documented				
!B. High-risk conditions corrected prior to use				
!C. High-risk conditions occurring in season are corrected immediately, or identified, or the site is closed to the public				
D. Employees have dependable communications				
E. Employee presence provided as necessary to give users a sense of security				
F. Visitor compliance with FS regs obtained				
G. 36 CFR 261.14 infractions reported promptly				
<b>Responsiveness</b>				
!A Facilities posted as ADA compliant Bulletin boards contain required info and				
B. are neat, visible, and easy to read				
C. Info and signs readable, current, presentable				
D. Employees receive "Good Host" training and demonstrate good customer service				
E. Positive comments received from visitors				
G. Visitor comment cards made available to each party				
<b>Condition of Facilities</b>				
!A. All facilities functional and in good repair				
C. Vandalism corrected within 1 week of discovery				

! Denotes a Critical Element

Comments and/or corrective actions pertaining to specific items listed above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have all "Below Expectations" items from previous performance inspection/appraisal(s) been corrected?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permittee's comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Continue on a separate sheet of paper if desired)

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**Midyear Evaluation and Appraisal Overall Rating**

**Above Expectations ( )      Meets Expectations ( )      Below Expectations ( )      Unacceptable ( )**

Note:

1. If any Critical Element is rated "Below Expectations," the best possible overall rating is Below Expectations.
2. If any Critical Element is rated "Unacceptable," the best possible overall rating is Unacceptable.
3. If more than three noncritical elements are rated "Unacceptable," the best possible overall rating is Below Expectations.
4. If three or more Critical Elements are rated "Below Expectations," or over four other elements are rated "Unacceptable," the best possible rating is Unacceptable.

**Below Expectations:** The permittee is given notice regarding which element(s) justify the rating, and if performance in this element(s) is not improved prior to the next rating period, the Below Expectations rating shall be reduced to an Unacceptable rating.

**Unacceptable:** The permittee is issued written notice of the Opportunity to Take Corrective Action as stipulated in Section V (C) of the Special-Use Permit. This is the required first step in suspension and/or revocation of use over all or portions of the permit area. In some instances, such as a lack of adequate insurance, safety issues, etc., suspension or revocation may take place immediately.

Signatures:

Permittee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Forest Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The permittee's signature denotes that the Forest Service representative has discussed this evaluation/appraisal with the permittee or his/her representative. A signature does not necessarily constitute agreement or acceptance of the rating.