

## ACCOUNTABILITY SYSTEM – RECORD OF COMPLETION

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Supervisors will, depending on their assigned department or service line:

1. Complete a monthly inspection of their facility, shop or office; whichever is applicable to them.
2. Complete 1 formal Field Observation per month if this is applicable to their department.
3. Participate in 1 JHSC inspection tour each year.
4. Participate in 1 JHSC meeting each quarter.
5. Observe 1 formal orientation per year of someone being hired for their department.
6. Sign off on employee competency records.
7. Complete pre-use inspections of their assigned vehicle.
8. Participate in all Incident Investigations from their departments by, at minimum, reviewing and signing off on the preventative action items.

20__ Record of Completion									
Position: Name:	Facility Inspections	Field Observation	JHSC Tour	JHSC Meeting	Orientation	Competency sign-off	Vehicle pre-use Inspection	Investigations	Total Percentage
January	11 <sup>th</sup>	16 <sup>th</sup>				2/2	9/10	1/2	
February	15 <sup>th</sup>	18 <sup>th</sup>	11 <sup>th</sup>	11 <sup>th</sup>	25 <sup>th</sup>	3/3	10/10	3/3	
March	15 <sup>th</sup>	23 <sup>rd</sup>				1/1	7/10	2/2	
April	19 <sup>th</sup>	10 <sup>th</sup>		17 <sup>th</sup>		4/4	10/10	1/2	
May	21 <sup>st</sup>	18 <sup>th</sup>				1/1	10/10	3/3	
June	10 <sup>th</sup>	X				2/2	10/10	1/1	
July	X	n/a				2/2	8/8	n/a	
August	X	n/a				n/a	7/8	n/a	
September	25 <sup>th</sup>	30 <sup>th</sup>		25 <sup>th</sup>		2/3	10/10	1/1	
October	23 <sup>rd</sup>	16 <sup>th</sup>				4/4	9/10	2/2	
November	15 <sup>th</sup>	12 <sup>th</sup>		13 <sup>th</sup>		2/2	7/10	2/4	
December	X	14 <sup>th</sup>				2/4	8/10	4/5	
<b>Percentage Completed</b>	75% (9/12)	89% (8/9)	100%	100%	100%	89% (25/28)	88% (105/120)	80% (20/25)	90%