# Report Writing Quiz

# Quality Control Inspector

DISCLAIMER: This quiz is intended for use as an interim review. Distribute to students after training the associated curriculum chapter, or the next day, to refresh the lesson. Being publicly available renders this specific quiz invalid for use as a formal assessment tool for accreditation.  See Tier 2.14(b) IREC 01022 ISPQ accreditation standard.

Learning Objectives

By attending this session, participants will be able to:

* Discuss the purpose of various reports.
* Describe the kinds of information to include in specific reports.
* Identify tips for writing a clear, concise, and useful report.
* Recognize and address patterns and trends
* Explain how the “tone” of a report can affect worker morale and motivation.

Questions

1. Which of the following is *not* a common function of a report?
2. Recommending training and technical assistance where needed
3. Fulfilling program oversight requirements
4. Compiling client information for demographic surveys
5. A thorough and complete inspection report should include which of the following information? (Check all that apply).
6. Post-weatherization diagnostic test results
7. Average number of visitors per month at the home
8. Sign-off from inspector that all work was installed correctly
9. Verification of proper billing
10. Make and model of client automobile(s)
11. A clear, concise, and useful report includes:
12. Individual unit details and a summary identifying patterns and trends.
13. Each worker encountered, listed by name and personal recommendations for training.
14. Photos of each client family and the measures installed on their home.
15. You are monitoring the entire state, and your site inspections revealed a trend at a local agency—that they consistently *do not* air seal around the chimney when treating attics. Those chases are also not sealed from the basement or anywhere else. What is the *most applicable* recommendation you could include in the report?
16. Replace the final inspectors at the agency. They are obviously not catching these errors and making the crews/contractors go back and correct them.
17. Training and technical assistance to auditors, installers, and final inspectors to reinforce the importance of sealing chimney chases, and instruct on proper methodology.
18. Revise the final inspection checklist to include checkboxes for chimneys and other large attic bypasses.