



**Contractor Camp/Accommodation**  
**Audit/Annual Inspection Form**

**Note:** If possible have Contractor Camp Supervisor, Safety Officer & Fire Wardens in attendance.

<b>Contract Proponent Contact Person:</b>		
<b>Name:</b>	<b>Address:</b>	<b>Business Email:</b>
<b>Business Phone:</b>	<b>Business Mobile:</b>	<b>Fax:</b>

<b>Contractor Company Name:</b>		
<b>Representative Name:</b>	<b>Address:</b>	<b>Business Email:</b>
<b>Business Phone:</b>	<b>Business Mobile:</b>	<b>Fax:</b>

<b>Number of Residents Staying on Camp:</b>	<b>Name of SA Proponent:</b>
<b>Date of Inspection:</b>	<b>Proponent Inspection Team Leader:</b>

**REQUIREMENT**

**SATISFACTORY**

	<b>A. Camp Management &amp; Records</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1.	Contractor Camp Supervisor conducts weekly inspections using this checklist and retains on site records of corrective actions.			
2.	Contractor Camp Supervisor compiles the results of weekly inspections and timely corrective actions, submits the MAR (monthly activity report) to the concerned Saudi Aramco organization, and retains on site records.			
3.	Contractor has compiled a Maintenance & Safety Plan for camp/accommodation services and the Contractor Safety Manual has a section on residential camp/accommodation management, clearly stating responsibilities. Copy on site for reference.			
4.	Current log maintained of all camp/accommodation residents.			
5.	A copy of the contractor park layout plan is prominently displayed within the Contractor Camp Supervisor's office and is available to Fire wardens 24/7.			
6.	Emergency evacuation & response plans prepared and posted in all means of egress routes.			
7.	All residents are trained and familiar with the evacuation plan, and on site records kept.			
8.	Fire/emergency evacuation drills conducted within the last 6 months at the camp/accommodation and completed written drill evaluations/critique.			

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9.	New residents have camp/accommodation safety orientation on arrival (shown fire-fighting equipment, escape routes, assembly areas, etc) and on site records kept.			
10.	All residents have received camp/accommodation fire safety training and on site records kept. State percentage of those trained (year to date):			
11.	Contractor promotes fire safety in the camp/accommodation and has a clear smoking control policy, with smoking in designated areas only, using sand filled receptacles.			
12.	All fire detection, alarms and fire-fighting/protection equipment have been inspected as per NFPA 72, NFPA 25, NFPA 17A, and NFPA 10 as applicable, on site records kept and all actionable items corrected.			
13.	Entire electrical installation at the contractor accommodation must comply with NEC [National Electrical Code - USA] and tested annually (by a qualified and experienced independent electrical engineer, on site records kept and all actionable items corrected.			
14.	Periodic PM checks and servicing of electrical appliances/equipment (heating, cooking, food preparation, washing, drying and cleaning appliances, etc) by qualified and experienced maintenance technician, on site records kept and all actionable items corrected.			
15.	Periodic PM checks and servicing of LPG (butane and propane) equipment (heating, cooking, etc) by qualified and experienced LPG technician, on site records kept and all actionable items corrected.			
16.	Preventive maintenance (PM) performed on every HVAC unit by a qualified and experienced technician, every 6 months or as instructed by the manufacturer, whichever is the sooner. On site records are kept and all actionable items corrected.			
17.	A Master Cleaning Schedule has been developed, and implemented. This schedule shall identify areas to be cleaned, persons responsible and materials and equipment to be used. Written cleaning schedules and checklists are completed for all communal areas and facilities and on site records are kept.			
18.	Qualified/trained pest controller is employed and implements an integrated approach to pest management. This emphasizes exclusion, pest proofing, elimination of breeding sites and harborage, surveillance & trapping. Documented pest control inspections and records of action taken are available on site.			

	<b>B. Fire Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
19.	An appropriate number of trained Fire Wardens appointed throughout the camp/accommodation, with back-ups.			
20.	Fire fighting team/brigade appointed and trained, and provided with appropriate equipment, where directed by Saudi Aramco.			
21.	Adequate roads and a 6.1 meter clear width space for maneuvering fire trucks for access to all areas of the camp/accommodation.			
22.	Written A4-size Fire Warning Notices posted prominently stating names of fire wardens and emergency phone numbers. Written instructions in case of fire and includes directions to evacuate the building, raise the alarm and call Civil Defense/Fire Protection Dept.			
23.	Camp/accommodation buildings are constructed of non-combustible materials to prevent			

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	rapid fire growth. Combustible materials such as plywood used for internal/external cladding will result in rapid fire growth and greatly decreases the available time needed for residents to safely egress in a serious fire. (Ref: LPD Guide Number 007-005-2010: Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings) Refer to the LPD Guide for further clarification on circumstances where this may not be required.			
24.	Camp/accommodation buildings are spaced wide apart to prevent fire spread from building to building. Every portable accommodation unit must, where practicable, be separated at a distance of not less than 6 meters from any other structure. (Refer to the LPD Guide for further clarification on circumstances where this may not be required).			
25.	Exit doors or fire escapes are never locked or blocked. No evidence of padlocks on exterior exit doors, which can block critical exit routes.			
26.	Exit doors are constructed and installed to comply with IBC (International Building Code). Where required by IBC, full width panic bars, UL listed, are fitted.			
27.	An effective and operable fire alarm/warning system is installed throughout the camp/accommodation, and where required by IBC, equipped with smoke/heat detectors, must be capable of proving audible fire warning to all camp residents, with initiation points easily accessible 24/7.			
28.	The fire alarm system is checked and tested on a monthly basis and is being maintained adequately, on site records kept and all actionable items corrected.			
29.	Smoke detectors connected to the fire alarm system (where fitted), are installed (UL/FM listed or CE standard, in sleeping areas to comply with NFPA 72, and tested on a monthly basis and are being maintained adequately. On site records are kept and all actionable items corrected.			
30.	Self-contained smoke alarms (where fitted) are UL/FM listed or CE standard, are checked and tested on a monthly basis and kept clean and free of dust. It is desirable that battery powered smoke alarms should be mains powered/with standby battery UL/FM or CE standard listed type smoke alarms. Whichever the type, smoke alarms batteries are replaced every year (12-months). On site records kept and all actionable items corrected.			
31.	Emergency and exit lighting is fully operational & tested monthly. On site records are kept and all actionable items corrected.			
32.	An adequate number of fire extinguishers provided [mixture of ABC dry chemical + water], wall mounted at the appropriate height], inspected and checked in accordance with NFPA 10. On site records are kept and all actionable items corrected.			
33.	Fire hydrants, fire water storage tanks, fire pumps, fire hose reels, cabinets, stations & standpipes, fire sprinkler systems, wet chemical fire suppressions systems, where required by IBC, are properly installed, fully operable, inspected visually & tested every month in accordance with NFPA 25/NFPA 17A (as applicable), and date recorded on label attached. On site records are kept and all actionable items corrected.			
34.	A logbook is maintained near the control panel for each fire alarm or fixed fire protection system. The logbook is used to document all testing, inspection, maintenance, and activation of the fire alarm or fixed fire protection system.			
35.	"As-Built" drawings, specifications, and technical manuals of all fire alarms and			

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	fixed/portable fire protection systems are available on site and updated.			
36.	Camp housekeeping is satisfactory and no fire hazards noted. (If not, give details in the corrective action report).			
37.	Flammable storage areas securely locked (or fenced), posted with a warning sign 'Danger: Flammable Area' and located at least 15 m (50 feet) away from the nearest building or storage area for combustibles.			
	<b>C. LPG Cylinder Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
38.	LPG (butane or propane) cylinders are only refilled by an approved LPG dealer/vendor.			
39.	LPG cylinders are stored outside under sunshade and not located inside any building.			
40.	LPG cylinders are free from corrosion, not exposed to moisture and kept away from wet areas.			
41.	LPG piping is either rigid metal or armored flexible tubing or proprietary steel-braided synthetic-rubber LPG hoses (preferred type) with threaded couplings. Have approved connections for cylinders and LPG appliances. Screw type jubilee clips or twisted wire must not be used. Natural rubber hoses (often pink or light brown color) must never be used.			
42.	LPG cylinder valve & coupling threads are in good condition. If the cylinder valve is broken or the coupling threads are damaged, the cylinder is removed from service and replaced.			
43.	LPG regulators are in good condition, and damaged units are removed from service and replaced.			

		<b>Yes</b>	<b>No</b>	<b>N/A</b>
44.	Written LPG Leak Response Procedure for dealing with leaks (copies posted in the kitchen and at the LPG store).			
45.	Written LPG procedures for: installing & replacing a full cylinder (copies posted in the LPG store).			
46.	Staff trained in LPG leak and installation/replacement procedures.			
	<b>D. Bedrooms/Dormitories</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
47.	Visual checks are conducted on all electrical appliances in bedrooms to check for UL/FM/CE markings; any physical damage; damage to cables; fitted with correct plug and no overloading. On site records are kept and all actionable items corrected.			
48.	Only listed/approved electrical extension cords/multi outlet strips are used and in good conditions, and are marked with UL/FM/CE.			
49.	There are sufficient electrical wall outlet receptacles for the number of residents in each room to prevent overloading.			
50.	Sleeping quarters with allocated floor space at a rate of not less than 4.6 m <sup>2</sup> (50 ft <sup>2</sup> ) but preferably 6.5m <sup>2</sup> (70 ft <sup>2</sup> ) are provided for each resident.			

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51.	There is a procedure to prohibit cooking within bedrooms and this is enforced.			
52.	Bedrooms are clean, tidy & pest free.			
53.	Bed linen is provided to residents. Linen is changed at least twice monthly.			
54.	A table, chair and a reading lamp is provided in each dormitory.			
55.	A lockable cabinet or wardrobe is provided for each employee in a dormitory room to store personal items.			
56.	Doors on sleeping rooms, toilets/bathrooms, kitchens and laundry rooms that lead to the outside are self-closing and also have self closing screen doors that open outwards.			
	<b>E. Sanitary Accommodation</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
57.	Appropriate sanitary facilities/appliances provided. (See Table 1 at end of this checklist for number of sanitary facilities required)			
58.	Suitable cleaning equipment and supplies for toilet/bathrooms provided.			
59.	Suitable lockable storage space is provided for cleaning equipment.			

		<b>Yes</b>	<b>No</b>	<b>N/A</b>
60.	Cleaning Schedules are implemented and daily updated.			
61.	Walls are non-absorbent to a minimum height of 1.8m in shower stalls and 1.2m elsewhere.			
62.	All bathrooms, toilets, laundry rooms and similar areas are well ventilated and free of excessive condensation. They are suitably cooled or heated and provided with mechanical ventilation systems or mechanical exhaust fans.			
63.	All floors are non-absorbent, are in good repair and are easy to clean.			
64.	All bathrooms, toilets, laundry rooms and similar areas are adequately illuminated, with a minimum of 540 Lux at eyelevel at the mirrors above washbasins.			
	<b>F. Facilities General</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
65.	Camp/accommodation buildings are in good condition. (If not, give details in corrective action report)			
66.	The camp is not used for industrial purposes such as a lay-down yard or storage facility for construction materials or flammable materials/fuels, or for parking industrial vehicles and plant equipment. (If so, give details in corrective action report)			
67.	The electrical supply network and infrastructure has adequate capacity to safely meet the lighting, power and cooling load, including all reasonable communal living in the camp/accommodation facilities and services within it.			
68.	Air conditioning is provided and is fully functional in all accommodation and recreation areas.			

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69.	The HVAC (heating, ventilation and air-conditioning) equipment is cleaned, checked and maintained in good condition, on site records kept and all actionable items corrected.			
70.	HVAC units are properly physically supported and installed.			
71.	Electrical panel boards are checked and in good condition, all electrical circuits are labeled, diagrammed and posted at power panels.			
72.	All energized electrical power equipment is labeled and hazard signs posted.			
73.	Standby electrical generators, where installed, are in good condition, checked and maintained. On site records are kept and all actionable items corrected.			
74.	All electrical appliances are rated for the camp/accommodation supply voltage without the use of portable transformers/regulators, and the plug can connect to the outlet receptacle without the use of an electrical adaptor.			
75.	All electrical outlet receptacles are in good condition and not overloaded.			
76.	Contractor camp is located on a well drained site, free from periodic flooding and not adjacent to marshes, stockyards, industrial sites, pipelines or any other safety and/or health hazard.			

		Yes	No	N/A
77.	Floors, walls and ceilings in toilets, kitchens, dining rooms and laundry rooms are of materials that are smooth, impervious and easily cleanable.			
78.	Floors in toilet rooms, kitchens and laundry rooms slope to trapped floor drain and are coved at wall/floor junction.			
79.	Walls in kitchens and dining rooms are of materials that are continuous, smooth, impervious and easily cleanable and free from cracks, crevices and open joints.			
80.	Ceilings in toilet rooms, kitchens, laundry rooms and dormitories are continuous and studs, joists, rafters are not exposed.			
81.	Utility lines not exposed on floors of toilet rooms, kitchens, dining and laundry rooms.			
82.	All buildings are designed to exclude insects and rodents through proofing measures such as self-closing outer screen doors, screen windows, metal plating on the lower edges of doors, etc.			
83.	Working areas are kept clean and tidy and free of tripping hazards.			
84.	All stairways have handrails on both sides, have a platform if it starts at an exit door and are properly illuminated.			
85.	Swimming pools, if provided, meet requirements equivalent to those outlined in Saudi Aramco Sanitary Code Section SASC-S-13, Swimming Pools, Wading Pools and Spas.			
86.	Windsock located in the camp (for camps located within 2km of a gas/oil facility or exploration facility).			
87.	Windsock is in a good condition.			

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	<b>G. Kitchens</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
88.	Catering staff have received food hygiene training. Records are kept.			
89.	Food safety system in place (written procedures, temperature monitoring of cooked food, deliveries, refrigerators, freezers, bain-marie), and on site records kept.			
90.	A fire blanket is provided (UL/FM listed or CE standard) and is wall-mounted in a prominent location.			
91.	Cleaning Schedules available, being implemented & updated, and on site records kept. Schedules include the extraction fans & canopies.			
92.	Exhaust canopies incorporating fans and grease filters are installed above cooking appliances.			
93.	Adequate cleaning equipment and supplies for kitchen are provided by contractor and suitable lockable cupboard space is provided.			
94.	Kitchens are clean, ventilation extraction units are clean and grease free.			

		<b>Yes</b>	<b>No</b>	<b>N/A</b>
95.	A safe, clean potable water supply is provided in accordance with SASC (Saudi Aramco Sanitary Code).			
96.	Suitably located washbasins & hand drying facilities in food preparation areas.			
97.	Kitchens have a large double sink for food preparation, and an additional large three compartment sink for ware-washing. Each is provided with hot and cold water under pressure.			
98.	Large kitchen operations are provided with grease traps on sewer line immediately outside of the kitchen and are easily accessible for cleaning.			
99.	Food preparation surfaces are durable, smooth, impervious, easily cleanable and free from cracks, crevices etc.			
100.	A minimum of ½ cubic foot of both chiller and freezer space is provided per user in self-catering kitchens.			
101.	A minimum of 3 cubic feet of dry food storage space is provided per user in self-catering kitchens.			
102.	Kitchens have suitable cooking facilities. A minimum of one (1) LPG gas/electric burner ring is provided for each six occupants when self-catering kitchens are provided.			
103.	Kitchens and dining rooms are adequately illuminated, a minimum of 540 Lux at food preparations surfaces and washing sinks, and 320 Lux at dining table surface.			
104.	Kitchen and dining areas have sufficient air conditioning and exhaust ventilation to maintain temperatures at a tolerable level.			
105.	Adequate ventilation in kitchens - refer to CS guidance note 'LPG SAFETY'. There is a minimum of 2 vents, one lower level and the other upper level. At least one opening window to provide emergency ventilation.			
106.	Dining area provided with sufficient tables and chairs to accommodate 50% of the residents.			

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107.	Conduits, pipes, and cables in kitchens are properly chased into the structure or are suitably covered.			
	<b>H. Laundry</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
108.	Contractor provides free personal laundry or sufficient number of washers and dryers for personal usage. Where a laundry is provided for personal linen only, a minimum of two (2) clothes washers and two (2) dryers must be provided for each 50 occupants or part thereof.		=	
109.	Laundry room is fully enclosed and is adequately illuminated, and air conditioned. Dryers ventilate to external air via rigid or flexible ducting.			
110.	If contractor uses a commercial laundry service, submit a copy of the agreement with a commercial laundry to the applicable Saudi Aramco contractor camp administration team for review.			

	<b>I. Water</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
111.	Camp provided with a safe pressurized supply of fresh water that is filtered and chlorinated for use in kitchens, toilets, and laundry facilities, and for other cleaning tasks; in accordance with SASC, including testing and sampling, and on-site records (as required).			
112.	A separate suitable chlorinated fresh drinking water supply is provided with outlets in suitable locations throughout the camp; in accordance with SASC, including testing and sampling, and on-site records are kept.			
113.	Storage tanks have tight fitting covers, are vented and are protected from contamination.			
114.	Functioning chlorination unit provided to treat raw water entering the facility (where applicable); in accordance with SASC, including testing and sampling, and on-site records are kept.			
115.	Chlorine levels are routinely monitored in accordance with SASC (minimum of 0.5ppm residual chlorine, maximum of 3.0ppm).			
116.	No cross connections exist between the potable water supply and any unsafe or questionable water supply, the sewage system or any other source of pollution. All faucet hoses, including bathroom faucet hoses, have backflow prevention devices (vacuum breakers) fitted.			
117.	Water storage & delivery systems are in good repair and no evidence of water leaks, in accordance with SASC, and on-site records kept.			
	<b>J. Sewage</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
118.	Sewage storage tanks are only used on camps with an occupancy level of 30 and below. Sewage holding tank is in good working order and adequate for the number of residents/workers, in accordance with SASC.			
119.	Sewage regularly taken by tanker to an approved Treatment Plant, in accordance with SASC.			

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120.	Records adequate for each time a tanker takes sewage to an approved Treatment Plant.			
121.	Company used for effluent transportation is approved and procedures are in place to prevent spillage, in accordance with SASC.			
122.	Effluent disposal area is approved and there are no nuisance conditions existing, in accordance with SASC.			

	<b>K. Welfare</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
123.	Contractor provides an entertainment room with T.V. with sufficient sitting arrangements.			
124.	Contractor provides and maintains two (2) local telephone lines for residents in case of emergency, with access 24/7 to all residents of the camp/accommodation.			
125.	Contractor provides an exercise room with standard equipment and sufficient for 20 people to exercise at a time (or other alternative suitable sports facilities).			
	<b>L. Medical and Emergency Preparedness</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
126.	On-site clinic or medical treatment facility provided where required by the contract.			
127.	Trained nurse and physician, and/or ambulance provided where required by the contract.			
128.	Where no trained nurse or physician is required, 10% of occupants are trained in First Aid & BLS.			
129.	Emergency disaster plan developed and tested, and communicated to camp/accommodation key personnel and medical staff; and copies of the emergency disaster plan detailing all credible scenarios is available on site. Periodic drill conducted (annually minimum) and on-site records kept.			
130.	Treatment Protocols developed in accordance with Saudi Aramco Minimum Medical Standards Requirements Manual (MMSR) and communicated to medical staff.			
131.	Ambulance available on site at all times and is not used as a general duties vehicle.			
132.	Ambulance driver (where required by the contract) is provided and has received 'Specific Orientation' in accordance with the Saudi Aramco MMSR.			
133.	Ambulance (where required by the contract) is equipped with the following: a) Communications (radio or mobile phone) b) Spare wheel & jack c) Vehicle PM checklists completed d) Driver familiar with routes e) Cleaning & disinfection schedules completed f) Stretcher			
134.	A stretcher is provided in clinic/medical treatment room.			
135.	Refrigerator for medications (where provided) equipped with thermometer and temperature readings recorded on site (should operate between 2 °C to 8 °C).			

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		Y	N	N/A
136.	Surfaces & fixtures in clinic/medical treatment room are well designed and capable of being easily cleaned & disinfected.			
137.	Cleaning & disinfection schedules available and being implemented in the clinic/medical treatment room, on-site records kept.			
138.	Washbasin (preferably with elbow lever faucet/taps) is provided in the clinic/medical treatment room, with disposable paper towel dispenser and wall mounted hand sanitizer.			
139.	Where no clinic is provided, camp/accommodation has adequate numbers of suitably stocked frequently replenished first-aid kits provided in prominent positions.			
140.	Posters indicating the following: a) The name of the person who is in charge of first aid kit or cabinet. b) The hospital where injured/ill personnel are to be transported. c) The telephone number(s) of the doctor(s) or first aid attendant(s). d). The emergency telephone number(s) to be called for assistance.			
	<b>M. Hygiene</b>	Y	N	N/A
141.	Camp maintained in good, clean and sanitary condition, routinely checked and on-site records kept.			
142.	Outside perimeter of the camp/accommodation kept free from trash and dumping.			
143.	Written cleaning schedules are completed daily and on-site records kept.			
144.	Suitable covered garbage and refuse containers provided in kitchens and dining rooms and at strategic locations throughout the camp.			
145.	Refuse is collected and taken from all areas of the camp/accommodation on a daily basis to a temporary designated storage and disposed of at frequencies sufficient to avoid excessive odors, nuisance conditions and attraction of vermin; in accordance with SASC.			
146.	Camp is free from bugs and other insects, rodents, other vermin, and feral animals; in accordance with SASC (If not, give details in the corrective action report).			

	<b>N. Security</b>	Y	N	N/A
147.	Sign prominently displayed at the entrance to contractor parks and at the entrance to each lot within the site and at communal living facilities indicating the name of the site together with the current name, address, and telephone number of the proponent and the telephone number and mobile number of the site manager together with emergency contact details. (Refer to Saudi Aramco - (General Instruction) G.I. 298.010 Safety Management Guide for Application of Building Code to Contractor Camps and the Letter of Understanding for further details).			
148.	All of the accommodation areas/rooms have lockable doors.			
149.	Camp perimeter fences/walls/gates are in good condition. (If not, give details in the corrective action report)			
	<b>O. Camp Shop/Store</b>			
150.	Shop is clean, hygienic and pest free. Shop workers have basic food hygiene training.			

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**Table 1**

The number of shower, toilet/urinal and hand washbasin fixtures required per numbers of persons housed in the communal living facility is outlined in the table below (Reference: Sanitary Code, Chapter 7):

<b>Number of persons housed in the communal living facility</b>	<b>Number of showers/baths</b>	<b>Number of toilets and urinals</b>	<b>Number of hand washbasins</b>
1 to 6	1	1	1
7 to 10	2	2	2
11 to 20	4	4	4
21 to 40	6	6	6
41 to 60	8	8	8
61 to 80	10	10	10
81 to 100	12	12	12
More than 100	one per 10 additional persons	one per 10 additional persons	one per 10 additional persons

**Notes:**

Washbasins shall be conveniently located adjacent to toilet facilities. 60 cm (24 inches) of a trough hand washbasin space is considered to be equivalent to one hand washbasin. Also note that laundry tubs and service sinks are not acceptable substitutes for hand washbasins.

The temperature of the water discharged from the tap shall be at least 37 °C (98.6 °F) but not more than 50 °C (122 °F), to prevent scald



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