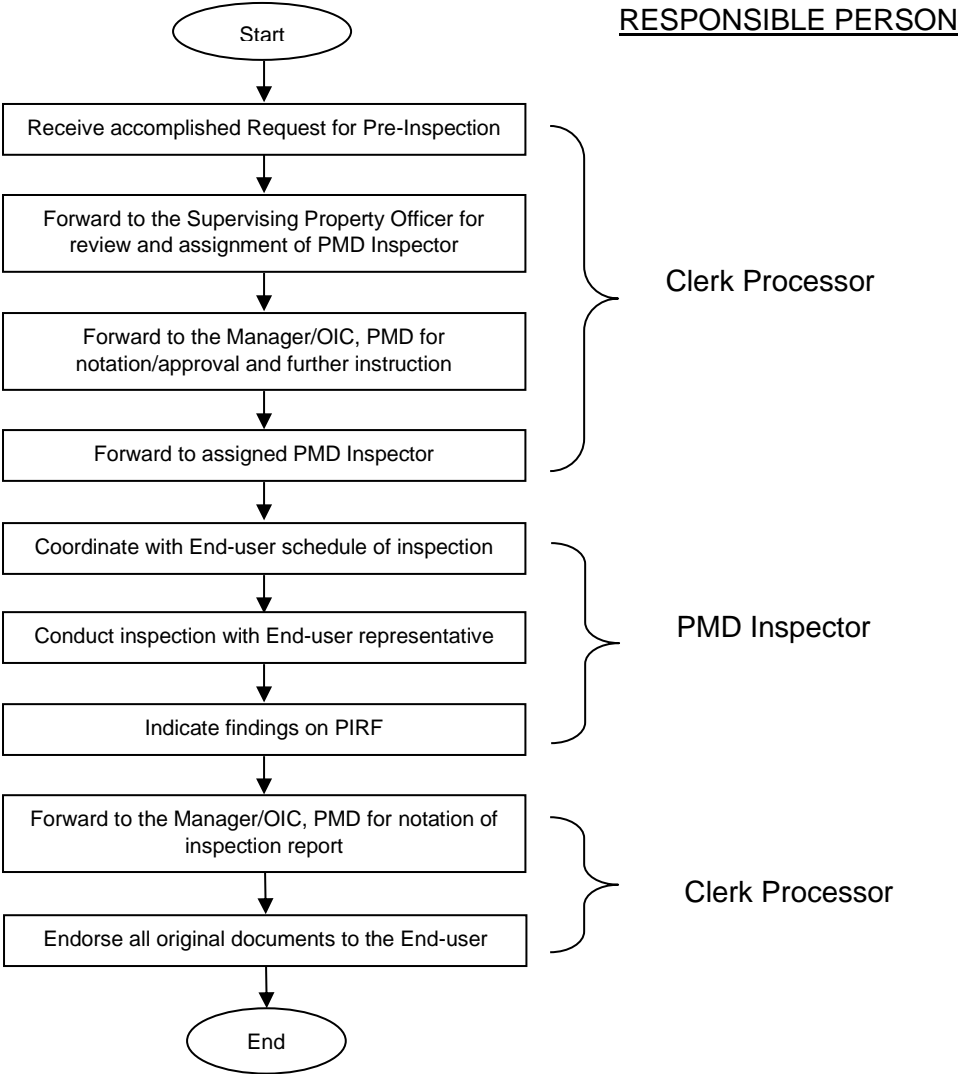


# PROPERTY MANAGEMENT DIVISION

## PRE-INSPECTION PROCESS



Clerk Processor:

- Receives accomplished request including Pre-Inspection Report Form (PIRF) and other attachments from the end-user.
- Forwards the PIRF to the Supervising Property Officer for review and assignment of PMD Inspector.
- Forwards the Pre-Inspection Request including PIRF and other attachment to the Manager/OIC, PMD for notation/approval and further instructions.
- Endorses the PIRF to the PMD-Assigned Inspector.

PMD-Assigned Inspector:

- Coordinates with End-user for schedule of inspection.
- Conducts inspection with end-user representative.
- Indicates findings on the PIRF.

Clerk Processor:

- Forwards to the Manager/OIC, PMD for Notification of Pre-inspection.
- Forwards all original documents to the end-user for Requisition Issue Slip (RIS) preparation.

## **REFERENCES**

Commission On Audit Circular No. 81-131-A January 29, 1981