



Inspection VRS / IQ Key Elements

EP Summit 2016



Key Elements Inspection

The Inspection process is the starting point and often the delay in starting your event – Thus **VERY** important!

Best Practices

Have enough inspectors and stations – the amount is based upon the size of your event.

Referees make **GREAT** inspectors as do veteran team leaders.

So How many inspectors do you need?

The variables are:

of teams, time allocated in the schedule, Number of inspectors/stations.

The wildcards are Early event, rookie teams, veteran Inspectors

Almost Final answer is: 1 Inspector per 4 – 5 teams will work very well.

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Essential Equipment

The following equipment is suggested PER STATION

- 8 ft work table (will allow 2 inspectors to share space and Measure tool)
- Inspection Sheets
- Small flashlight
- Ink pens, Highlighter
- Clip Board
- Sizing tool (can be shared – or have a sizing station)
- Competition Switch with Cable (VRC Only)
- Inspection Documentation / Robot Rules
- Master team List – to mark off completed Inspections
- Tags (colored Zip ties) or Pipe cleaners to mark inspected robots
- Binder or envelop to put completed Forms in



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Pre - Event

Have a meeting with your inspectors prior to the event and provide inspection documentation, Robot Rules, Inspection forms.

Day of Event

Inspectors should arrive before the teams and set up their stations.

BEST PRACTICE: As teams enter guide them to inspection. While they may say they are not ready – get the process started.

BEST PRACTICE: Do not allow teams to use practice fields until they are inspected.

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Inspection Process

BEST PRACTICE: Have someone make sure the Team Name plates are installed prior to starting.

BEST PRACTICE: If possible have a sizing station for teams to self Check prior to Inspection.

- Always greet the team with a smile .
- Always start the inspection with a look over and pick out 1 item to compliment the team on – This sets the Tone of the inspection.
- Follow the inspection sheet for specific steps.
- Ask for assistance if you run into an item that needs clarification.
- Clearly sign the inspection form.
- Have the teams sign the form
- Partial Inspections – need special care and attention.



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Additional BEST Practices

Discussions