



Guidelines for Company Inspections

The Annual Inspection time of the year is soon approaching. Battalion would again like to offer some guidelines to Companies in order to standardize these Company Annual Inspections.

Administrative Procedures

1. Select an Inspection date and notify Battalion, parents guests, etc. in sufficient time (in writing).
2. Prepare an Inspection Program and have printed copies available for parents, guests, etc.
3. Communicate with the Inspecting Officer assigned in order to be clear on arrival time, parade site, format, etc. Arrange to greet the Inspecting Officer at the door upon arrival.

Program

1. The total time for the Inspection should be between 1 and 1 ½ hours.
2. Try to have a physical demonstration to show parents and guests. Examples, a Drill squad, a PT squad, a Band Program, etc. The demonstration should be consistent with the Training Program (i.e skits or singing, etc. would not be appropriate).
3. Use a static display of program activities. For example, hobbies / handcrafts, pictures of a Company outing, etc.
4. Have your Company Colours on Parade with a Band or a single Bugler / Drummer to play the calls and assist in marching.
5. Suggested format:
 - (a) Fall in the Company
 - (b) March on the Colours
 - (c) Greet Inspecting Officer with “General Salute”
 - (d) Prayers
 - (e) Inspection - All sections (Including LTC)
 - (f) March Past (Without LTC)
 - (g) Demonstrations
 - (h) Presentations and Awards (see Note 2)
 - (i) Brief remarks by Company Commander, Company Chaplain and Inspecting Officer
 - (j) Escort Inspecting Party from Parade Square
 - (k) March off Colours
 - (l) Fall out Officers
 - (m) Dismiss Parade

Notes

6. Following the Parade it would be appropriate to have a reception (coffee, tea, etc.) for the Inspecting Party, Parents, Guests, and Company members.
7. The Presentation and Awards should generally see each member come forward only once for badges, etc. However, it would be appropriate to have individual awarding of NCO stripes, Service Medals, etc. Generally, try to streamline presentations and awards and possibly even distribute some of these at the parents banquet.
8. When introducing the Inspecting Officer, give a brief history of his / her CLB experience. Battalion will provide a brief resume. If possible have this printed on the back of your Inspection Program.

Battalion “Company Inspection Report”

This report will be completed by the Inspecting Party and you must have physical evidence to support the Questions. For example have the following available:

1. Roll Cards
2. Individual Record Forms
3. Due Cards
4. Company Orders
5. Sample copy of Program Time Table
6. Sample copy of invitations to the Annual Inspection
7. Sample copy of Annual Inspection Program

If you have any Questions or comments, please contact the Battalion Adjutant or the Battalion 2IC.