

## SUI Quality Assurance Checklist

#	Step	SUI Team	Team Chiefs	Wing-IG/IGA
	Repeat for A1 -- E3			
1	Page 7-32 Update the header replacing "Charter-yyy" with the appropriate state abbreviation and unit charter number (e.g., CA-345). If the unit is called something other than the charter number replace "Squadron xx" with the unit's name (e.g., "Screaming Eagles"). Update the ## Month 201# with the date of the inspection. Ensure the header is left justified.			
2	Page 7-32 Verify the discrepancy text is copied directly from the Worksheet listed on the IG website.			
3	Page 7-32 For each tab of the SUI transfer the number of Commendables and Discrepancies, Staffing Data, Compliance Answers, Identified Strengths and Weaknesses from the SUI Worksheet into to this form in the appropriate tab. Use the Grade Res Calculator to determine the Tab Grade.			
4	Use the grade resolution calculator to determine TAB and Overall ratings.			
5	Verify the text entries for Identified Strengths/Weakness matches the Summary row			
6	Verify that the staffing has a rating or is enrolled to obtain a rating within 6 months of assignment if no then it should be an AOC in the E-1 Commander tab.			
7	Verify Commendables and AOCs are written in action impact format			
8	Verify that discrepancy [XX] is updated with the correct numbering starting with 01, then make sure the page 4 matrix match this number			
9	Verify that discrepancy number matches the question, that the discrepancy has been tailored and that a "-" to insert details was added when necessary. The line should be in bullet format.			
10	Verify total #s of Commendables and Discrepancies matches the identified strengths and weaknesses			
11	Verify that the compliance yes/no sync with the discrepancy question number.			
12	If there is text in the Identified Strengths/Weakness box, then click in the box to activate the spell check (missssspelled words will show up with a red underline). If unsure if the spell check worked right click and run spell check.			
13	Review all discrepancies for those that are closed use the correct language - This discrepancy was verified corrected - discrepancy closed, no further action required.			
14	Verify that all Commendables, AOCs and Discrepancies have only ONE space after the punctuation :, ,, ) etc.			
15	Inspectors determine TAB grade using the grade Resolution Calculator			
16	Turn into Team Chief:			
17	-- completed worksheet			
18	-- discrepancy supporting documentation, pictures, etc.			
19	#NAME?			

## SUI Quality Assurance Checklist

#	Step	SUI Team	Team Chiefs	Wing-IG/IGA
	<b>Report Completion</b>			
1	Cover: Enter Squadron name, Charter Number, Location and Date of Inspection			
2	Page 1 date: Don't change the date until signed - the cover and blank page following are not counted in the report page numbers. The cover letter is Page 1.			
3	Page 1 MEMORANDUM FOR COMMANDER line, insert the unit name and charter number			
4	Page 1 FROM line - Replace the XX with the State abbreviation (AL for Alabama).			
5	Page 1 Paragraph 4 - replace 999 with Igs Area Code and 000-0000 with his/her phone number.			
6	Page 1 Put IG's name and rank in the signature blocks			
7	Page 2 verify that the page numbers match the report(update if blank page is used)			
8	Page 3 - Insert the Overall Assessment grade			
9	Page 3 - Write an Executive Summary explaining your overall view of the unit being inspected. If the assessment is Ineffective, try to find something positive to say. Your comments should support the Overall Assessment grade.			
10	Page 4 - Verify that the grades and counts are posted in the matrix and they match each tab section. (They should automatically populate from the items posted in the Tab Sections)			
11	Page 4 - verify that the numbers in the Total row reflect the total numbers in the matrix above.			
12	Page 5 - Insert the names of the Unit leadership and their dates assigned			
13	Page 5 - Insert the Rank/Name/Titles of the Team Composition.			
14	Turn to Wing IG/IGA:			
15	-- completed report			
16	-- SUI grade Res Calculator			
17	-- completed quality assurance checklist			
	<b>Finalize report and Distribute</b>			
1	Wing IG/IGA approves the report			
2	Wing IG/IGA completes his/her section of the report quality assurance checklist			
3	Wing IG/IGA flattens (print it to Adobe PDF) and finalizes the report			
4	Wing IG/IGA emails report to Unit, Group and Wing Commanders			
5	Uploaded the completed SUI to eServices			
6	Wing IG/IGA reviews report and loads any open discrepancies to the DTS			
7	Verify SUI Next Inspection Date			