

INSPECTION REPORT FORM

Records & Activities - for Year of: _____

**GRAND CHAPTER ROYAL ARCH MASONS OF MICHIGAN
DISTRICT DEPUTY’S OFFICIAL REPORT**

Chapter Name: _____ No. _____
Date of School: _____ Given By: _____
Date of Inspection: _____ Inspected By: _____

Number of Brothers/Companions advanced in last 12 months: _____
Inspection must be completed by June 1.

DDI to circle appropriate answers below:

- All minutes signed by the High Priest and Secretary?..... Yes / No / NA
 - Was Budget recorded in the minutes?..... Yes / No / NA
 - Royal Arch Education/Instruction recorded? Yes / No / NA
 - Financial records of Sec./Treas. In minutes? Yes / No / NA
 - Book of Marks up to date? Yes / No / NA
 - Officer’s Work Books (5) ? Yes / No / NA
 - D-9 thru D-16 (8/04) ? Yes / No / NA
 - J-23 thru J-51 (03) ? Yes / No / NA
 - J-15 thru J-18 (00) ? Yes / No / NA
 - Involved in Area Degree Team ? Yes / No / NA
 - Master’s Pins presented (Report submitted to exec Dir. Of DDI-s) ? ... Yes / No / NA
 - Separate Awards Night, Lodge Visitation, Nights with Ladies ? Yes / No / NA
 - Reception of Grand Officers and DDI ? Good / Fair / Poor
-

INSTRUCTIONS:

- Give Original to chapter
- 2 copies to Executive Director of DDI-s
- 1 copy for DDI

INSPECTION WORK: CHAPTER – Open/Close

Enter a number for the Brother/Companion doing the work-below:

In the appropriate column

Officer (1) Brother/Companion (2) Honorary Member (3) Visitor (4)

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
HP						
KING						
SCRIBE						
COTH						
PS						
RAC						
CHAP						
1 ST VEIL						
2 ND VEIL						
3 RD VEIL						
SENT						

- SEE EXAMPLE BELOW:

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
HP	3					
KING		1				
SCRIBE		1				
COTH		1				
PS		1				
RAC			4			
CHAP		1				
1 ST VEIL		1				
2 ND VEIL		1				
3 RD VEIL		2				
SENT/			1			

The GHP will notify the DDI-s and the Chapter's as to which areas of the Ritual will be part of the Inspection.

Additional REMARKS:

INSPECTION WORK: CHAPTER – Reception of Grand Officer/DDI

Enter a number for the Brother/Companion doing the work-below:

In the appropriate column

Officer (1) Brother/Companion (2) Honorary Member (3) Visitor (4)

	PROFICIENCY – RECEPTION OF GRAND OFFICER/DDI					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
HP						
COTH						
RAC						
SENT						

- SEE EXAMPLE BELOW:

	PROFICIENCY – RECEPTION OF GRAND OFFICER/DDI					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
HP	3					
COTH		1				
RAC			4			

The GHP will notify the DDI-s and the Chapter’s as to which areas of the Ritual will be part of the Inspection.

Additional REMARKS:

INSPECTION WORK: CHAPTER - Degree

Enter a number for the Brother/Companion doing the work-below:

In the appropriate column

Officer (1) Brother/Companion (2) Honorary Member (3) Visitor (4)

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
HP						
KING						
SCRIBE						
COTH						
PS						
RAC						
CHAP						
1 ST VEIL						
2 ND VEIL						
3 RD VEIL						
SENT						
Tools						
History						
Charge						

- SEE EXAMPLE BELOW:

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
HP	3					
KING		1				
SCRIBE		1				
COTH		1				
PS		1				
RAC			4			
CHAP		1				
1 ST VEIL		1				
2 ND VEIL		1				
3 RD VEIL		2				
SENT/			1			
Tools		2				
History		2				
Charge		2				

The GHP will notify the DDI-s and the Chapter’s as to which areas of the Ritual will be part of the Inspection.

Additional REMARKS:

INSPECTION WORK: LODGE – Open/Close

Enter a number for the Brother/Companion doing the work-below:

In the appropriate column

Officer (1) Brother/Companion (2) Honorary Member (3) Visitor (4)

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
RWM						
CHAP						
SW						
JW						
SD						
JD						
MO						
SO						
JO						
TILER						

- SEE EXAMPLE BELOW:

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
RWM	3					
CHAP		1				
SW		1				
JW		1				
SD		1				
JD			4			
MO		1				
SO		1				
JO		1				
TILER		2				

The GHP will notify the DDI-s and the Chapter’s as to which areas of the Ritual will be part of the Inspection.

Additional REMARKS:

INSPECTION WORK: LODGE - Degree

Enter a number for the Brother/Companion doing the work-below:

In the appropriate column

Officer (1) Brother/Companion (2) Honorary Member (3) Visitor (4)

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
RWM						
CHAP						
SW						
JW						
SD						
JD						
MO						
SO						
JO						
TILER						

- SEE EXAMPLE BELOW:

	PROFICIENCY – OPENING/CLOSING					
OFFICE CHAP / LODGE	GOOD	ABOVE AVG	AVERAGE	FAIR	POOR	NOTES.....
RWM	3					
CHAP		1				
SW		1				
JW		1				
SD		1				
JD			4			
MO		1				
SO		1				
JO		1				
TILER		2				

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Additional REMARKS:
