BEACON HELP · GUIDE

Review and sign-off

Reviewing, grading and signing off inspection reports

BEACON VERSION
2026.11

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FOR
Area support managers and area support leads

ONLINE
help.beacon.earlytree.co.uk

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Screenshots show a fictional nursery group and people.

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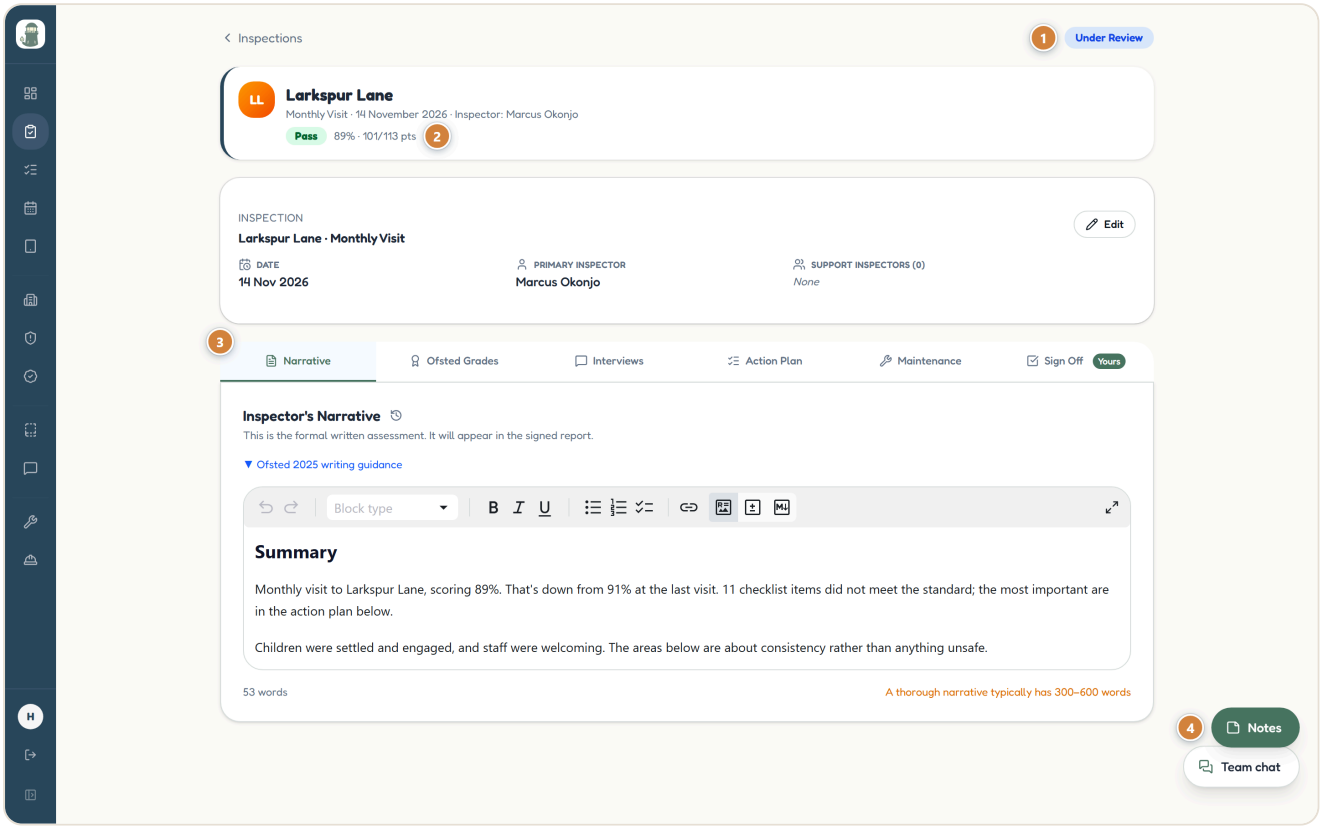
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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.beacon.earlytree.co.uk.

REVIEW AND SIGN-OFF

About review and sign-off

When an inspection is submitted, Beacon creates a draft report. The review team then finishes it on the review page: they write the narrative, grade the six Ofsted-style areas, record the safeguarding judgement and an internal quality grade, rate staff interviews and check the action plan. An area support manager signs it off, which locks the report, creates its PDFs and hands the action plan to the nursery.



The review page.

The review statuses

Status on the review page	On the Inspections list	What it means	What happens next
Review Required	Review Required	Just submitted; nobody has started the review	A lead or manager starts reviewing
Under Review	Under Review	Someone has started changing the grades or narrative	A lead submits for approval, or a manager signs off
Awaiting Manager Approval	Awaiting Approval	A lead has submitted the review for approval; it's locked for leads	An area support manager approves and signs off, or requests rework
Rework Requested	Rework Required	The area support manager has asked for changes	The lead makes the changes and resubmits
Signed Off	the result, such as Pass · 86%	Locked; PDFs created; the action plan is live	The nursery works on its actions

Only the first edit moves a report from **Review Required** to **Under Review**. Changing a grade or the narrative later doesn't change the status, so a report awaiting approval keeps its **Approve** and **Request Rework** buttons, and one sent back for rework keeps the manager's request on the page.

Who does what

	Area support lead	Area support manager
Edit the narrative, grades, interviews, action plan and maintenance notes	Yes, until it's submitted for approval	Yes, until it's signed off
Submit for manager approval	Yes	Not needed
Approve, request rework or sign off	No	Yes
Delete a report	No	Yes

Read-only auditors can look at reports in review but can't change them. Nursery managers, room leaders and maintenance managers don't see a report until it's signed off. Nobody can sign off a report from an AI app connected to Beacon: sign-off is only ever done on the review page.

The review page

The review page has six tabs:

- **Narrative**: the inspector's written assessment. See The narrative.
- **Ofsted Grades**: the six evaluation areas, the safeguarding judgement and the internal quality grade. See Grades and safeguarding.
- **Interviews**: rating staff answers. See Rating staff interviews.
- **Action Plan**: the actions the nursery will work on. See Reviewing the action plan.
- **Maintenance**: the maintenance issues logged on the visit. See Maintenance issues and inspection notes.
- **Sign Off**: the checklist, approval and sign-off. See Signing off a report.

Several people can review at once: everyone's changes appear on each other's screens.

Guides in this section

- The narrative
- Grades and safeguarding
- Rating staff interviews
- Reviewing the action plan
- Maintenance issues and inspection notes
- Signing off a report
- Rework: changes requested by the manager
- The signed-off report and its PDFs
- Deleting a report

REVIEW AND SIGN-OFF

Review: the narrative

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager Area support lead	**Inspections** › **In Review** › **the inspection** › **Narrative**	20 to 40 minutes	Area support manager or area support lead

Purpose

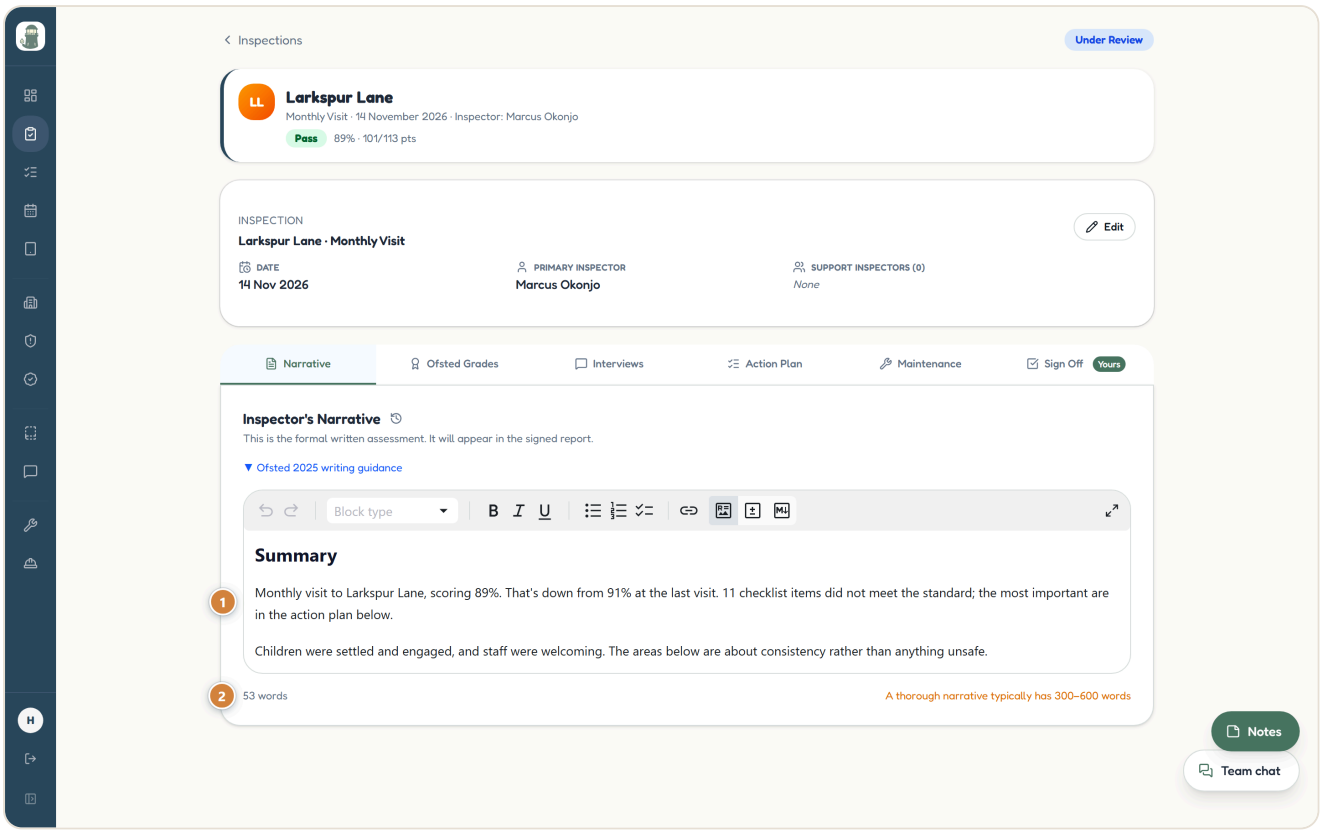
Write the inspector's formal assessment of the visit: what you saw, the strengths, what needs to improve and your overall impression. It appears word for word in the signed report and its PDF, so the nursery and anyone they share it with will read it.

Before you start

- The inspection has been submitted and you're reviewing it.
- Have your notes from the visit to hand. The **Notes** button at the bottom right of the review page shows the inspection team's notes.

Write the narrative

1. Open the inspection from the **In Review** section of the Inspections page. The review page opens on **Narrative**.
2. Beacon has started the narrative for you with a short summary of the visit. Edit it in the editor 1: use the toolbar for headings, bold, lists and links. Select the arrows at the top right of the editor to write full screen.
3. Select **Ofsted 2025 writing guidance** for a reminder of how to write each part.
4. Keep an eye on the word count 2. You need at least 50 words to sign off, and the narrative can't be left as Beacon's automatic summary; a thorough narrative is usually 300 to 600.



The Narrative tab.

What you should see

> Your changes save by themselves a moment after you stop typing: **Saving...** then **Saved** shows next to the heading. Select the clock next to **Inspector's Narrative** to see earlier versions and who changed them.

Ask Nina for a draft

If your organisation has Nina switched on, **Ask Nina** appears next to the heading, and she can draft or improve the narrative from the inspection's findings.

1. If there's anything Nina should know that isn't in the checklist, such as a recent refurbishment or something the manager explained well, open **Additional context for AI** and type it there.
2. Select **Ask Nina**.
3. If the narrative already has text, choose **Improve existing text** to have Nina polish what's there, or **Replace with Nina's draft** to start again from her draft.
4. Read every word of the draft and correct it. You're responsible for the narrative, not Nina.

See Nina for what Nina can and can't do.

Common problems

The editor is greyed out and I can't type.
The report is locked: it has been signed off, or (for area support leads) it's awaiting manager approval.

"Nina couldn't help just now — please try again".
Nina isn't available, or isn't switched on for your organisation. Write the narrative yourself.

"Failed to save narrative".
Your connection dropped. Copy your text somewhere safe, refresh the page and paste it back in.

Related guides

- Grades and safeguarding
- Signing off a report
- Nina

REVIEW AND SIGN-OFF

Review: grades and safeguarding

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager Area support lead	**Inspections** › **In Review** › **the inspection** › **Ofsted Grades**	20 to 30 minutes	Area support manager or area support lead

Purpose

Judge the nursery the way an inspector would, so leaders see where each setting stands before Ofsted visits:

- a grade for each of the six evaluation areas, with strengths and areas for improvement;
- the **safeguarding** judgement, which is separate from the grades: met or not met;
- your organisation's own **internal quality grade**.

These are internal judgements. They help you prepare; they aren't Ofsted judgements.

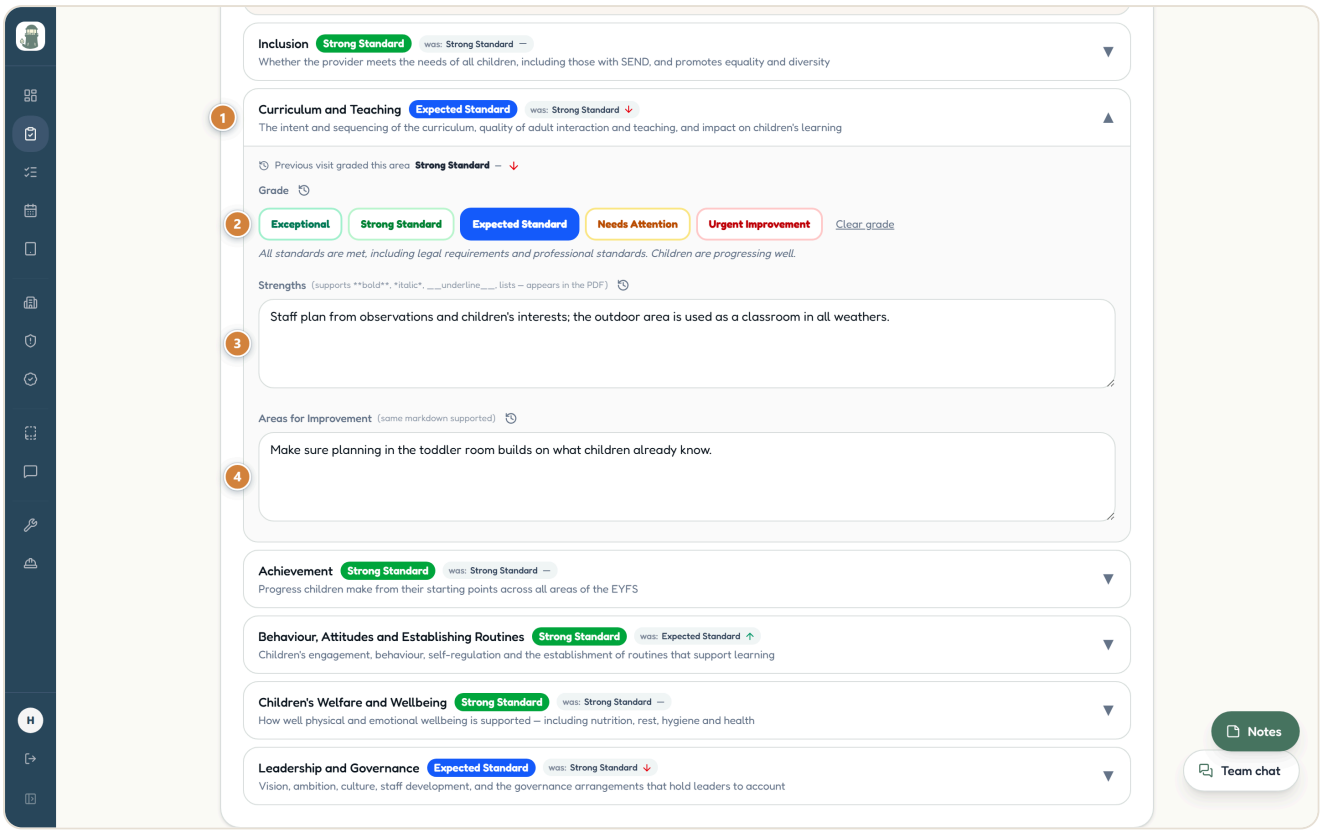
Before you start

- The inspection has been submitted and you're reviewing it.
- You've read the checklist results, notes and staff interviews.

Grade the evaluation areas

The six areas follow Ofsted's 2025 early years evaluation: **Inclusion**, **Curriculum and Teaching**, **Achievement**, **Behaviour, Attitudes and Establishing Routines**, **Children's Welfare and Wellbeing** and **Leadership and Governance**. Each is graded on a five-point scale: **Exceptional**, **Strong Standard**, **Expected Standard**, **Needs Attention** or **Urgent Improvement**.

1. On the review page, select **Ofsted Grades**, then scroll to **Evaluation Area Grades**. It shows how many areas are graded, such as **6/6 graded**.
2. Select an area 1 to open it. **Previous visit graded this area** shows last time's grade.
3. Choose its grade 2. The description under the buttons explains the grade you've chosen.
4. Under **Strengths** 3, write what the area does well, with the evidence you saw.
5. Under **Areas for Improvement** 4, write what needs to improve and why.
6. Repeat for each area. You need at least three areas graded to sign off; grade all six if you can.



Grading an evaluation area.

If your organisation has Nina switched on, the **Ask Nina** button next to **Evaluation Area Grades** suggests a grade for every area from the checklist results, and fills them in. Check and change each one: a suggestion is a starting point, not a judgement.

Record the safeguarding judgement

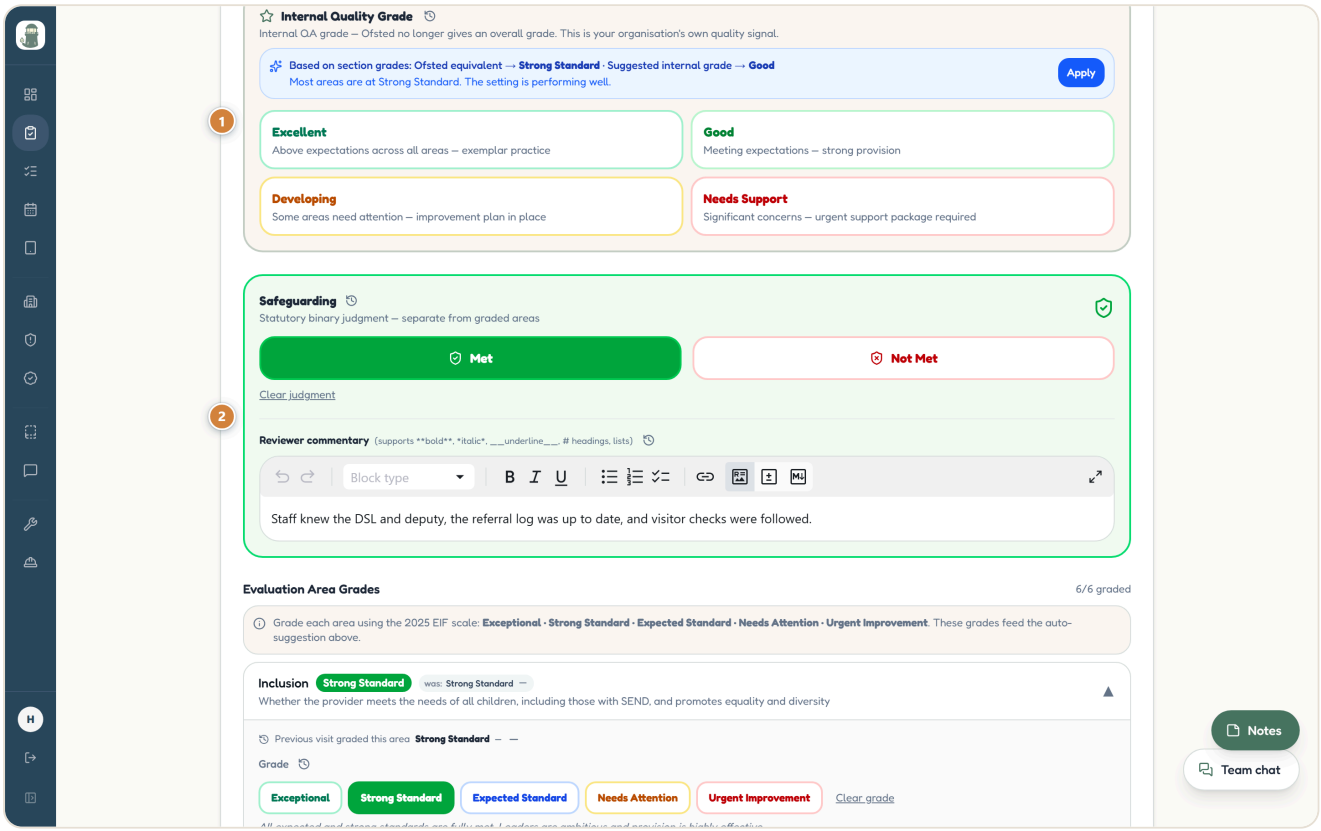
1. In **Safeguarding** 2, select **Met** or **Not Met**. Select it again to clear it.
2. In **Reviewer commentary**, explain the judgement: what you checked, the evidence you saw and any action taken or needed. It's printed in full in the report.

NOT MET

A **Not Met** safeguarding judgement needs escalating straight away. Beacon shows "A "Not Met" safeguarding judgment requires immediate escalation." Follow your organisation's safeguarding procedure now; don't wait for sign-off.

Set the internal quality grade

1. In **Internal Quality Grade** (1), choose one of:
   - **Excellent**: above expectations across all areas, exemplar practice.
   - **Good**: meeting expectations, strong provision.
   - **Developing**: some areas need attention, with an improvement plan in place.
   - **Needs Support**: significant concerns, needing an urgent support package.
2. Once some areas are graded, Beacon suggests a grade (**Suggested internal grade**) with its reasoning. Select **Apply** to use it, or choose your own.



The internal quality grade and the safeguarding judgement.

What you should see

Each choice saves straight away, with a message such as **Internal quality grade saved** or **Safeguarding judgment saved**. If there was an earlier visit, **Compared to the previous visit** at the top shows how each grade has moved. The clock next to each heading shows the history of changes.

Common problems

The buttons don't respond.

The report is locked: signed off, or awaiting manager approval if you're an area support lead.

"Failed to fetch suggestions — check inspection items are tagged with Ofsted areas."

The checklist items aren't linked to evaluation areas, so there's nothing to base suggestions on. Grade the areas yourself.

Related guides

- The narrative
- Signing off a report
- Nina

REVIEW AND SIGN-OFF

Review: rating staff interviews

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager Area support lead	**Inspections** › **In Review** › **the inspection** › **Interviews**	A few minutes	Area support manager or area support lead

Purpose

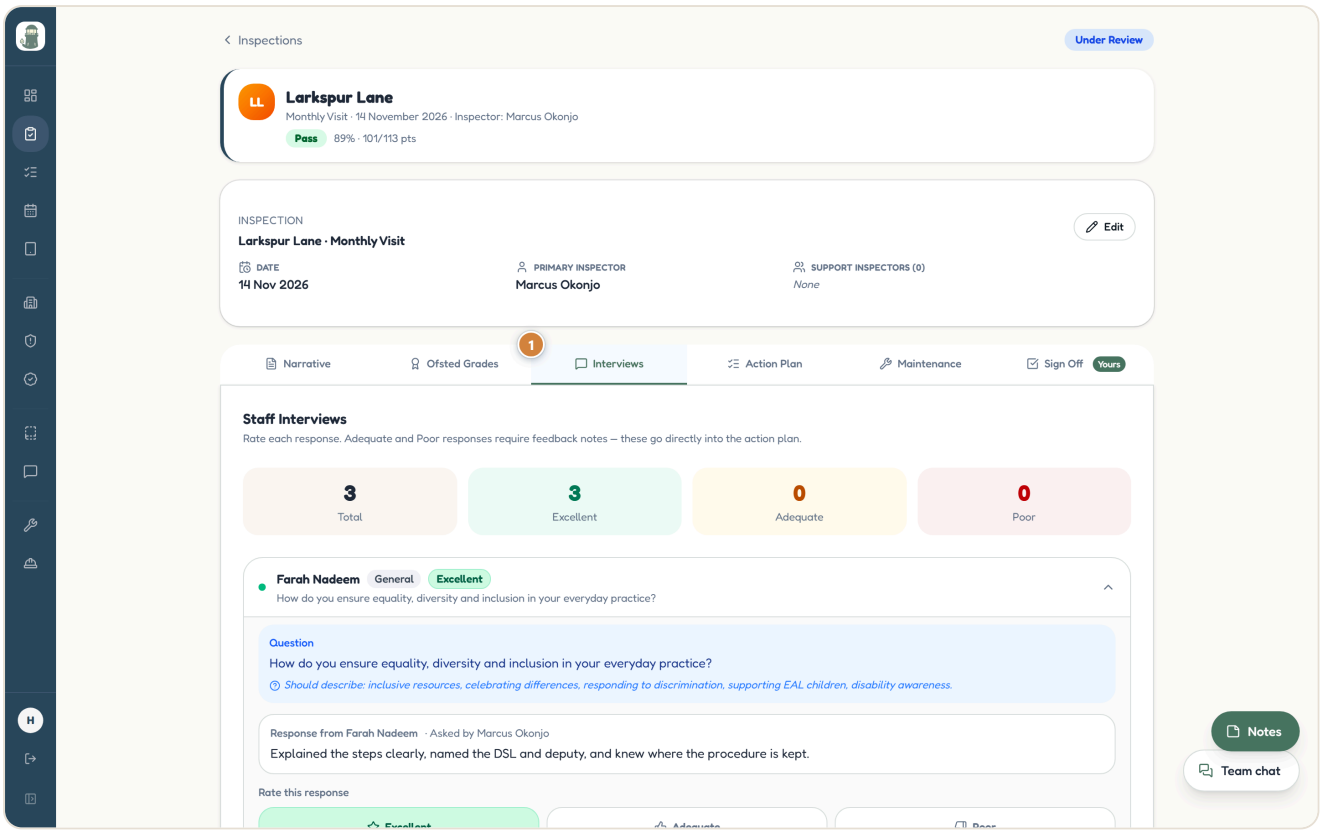
Confirm how well each member of staff answered, and explain what was missing from weak answers. Adequate and Poor answers become actions in the nursery's action plan, with your feedback in them, so the nursery knows what training or support to give.

Before you start

- The inspection has been submitted and you're reviewing it.
- Staff interviews were recorded on the visit (see Staff interviews).

Rate an answer

1. On the review page, select **Interviews** 1. A number on the tab shows how many answers aren't rated yet.
2. Answers are grouped by member of staff. Select one to open it and read the question and the answer.
3. Choose a rating:
   - **Excellent**: saved straight away.
   - **Adequate** or **Poor**: a box opens for **What was inadequate about this response?**. Explain what was missing or wrong, then select **Save rating & notes**.
4. To change your feedback later, select **Edit feedback notes**, then **Update notes**.



Staff interviews on the review page.

What you should see

> Beacon shows **Rating and feedback saved.** (or **Rating saved.**). For Adequate and Poor answers, an action is added to the action plan with your feedback; you'll find it on the **Action Plan** tab.

Common problems

"No staff interviews recorded".

No interviews were recorded on the visit. They can only be recorded on the inspection itself, while it's in progress.

"Please explain what was inadequate about this response."

Adequate and Poor ratings need feedback. Type what was missing, then save.

I can't change a rating.

The report is locked: signed off, or awaiting manager approval if you're an area support lead.

Related guides

- Staff interviews
- Reviewing the action plan
- Signing off a report

REVIEW AND SIGN-OFF

Review: reviewing the action plan

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager Area support lead	**Inspections** › **In Review** › **the inspection** › **Action Plan**	15 to 30 minutes	Area support manager or area support lead

Purpose

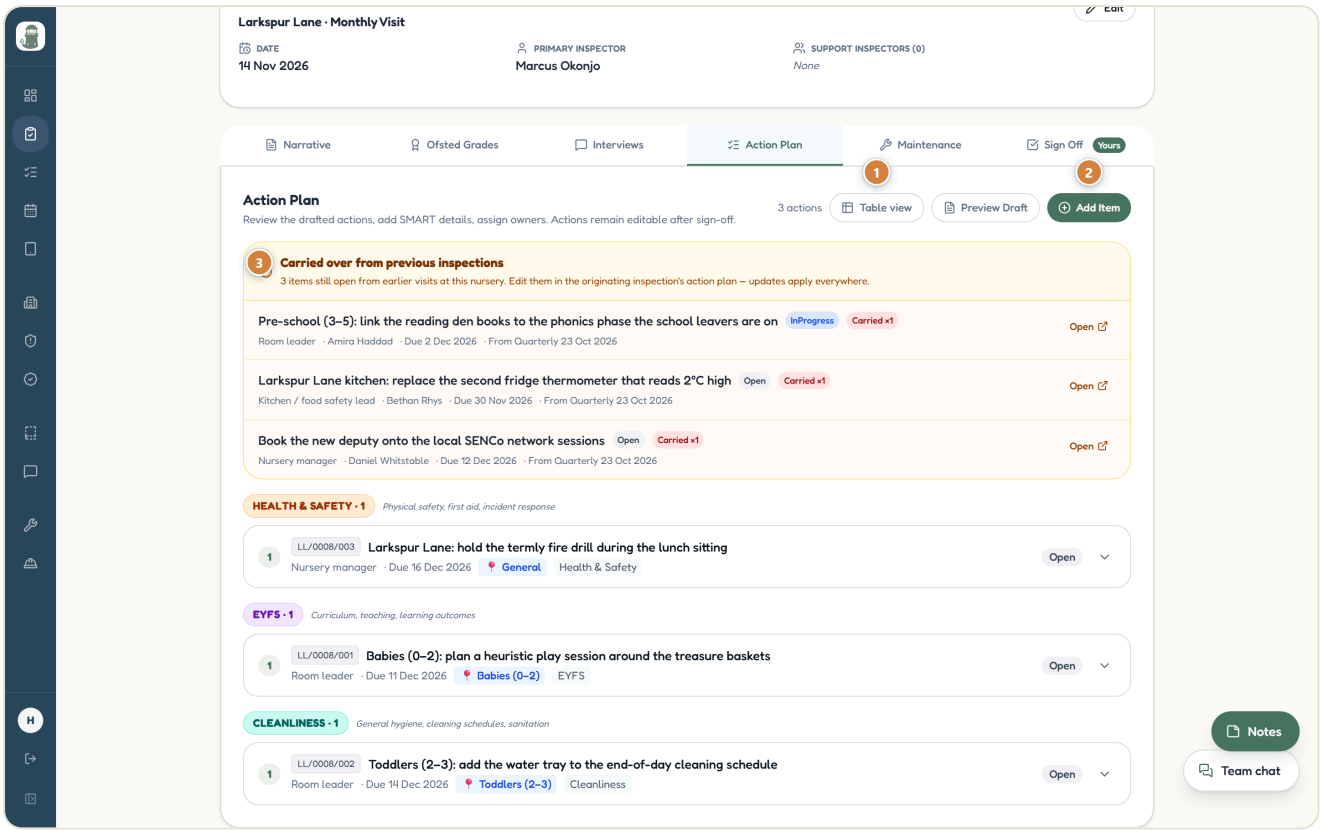
Turn the draft actions into a clear plan the nursery can work through: each action says what needs to happen, what evidence will close it, who does it and by when. The plan goes live for the nursery when the report is signed off.

Before you start

- The inspection has been submitted and you're reviewing it.
- Beacon has already drafted actions for each failed item, each maintenance issue and each staff answer rated Adequate or Poor.

Check each action

1. On the review page, select **Action Plan**. Actions are grouped by section, such as Safeguarding or Health & Safety. Actions without a section are in **Uncategorised** at the top, so you can sort them.
2. Select an action to open it, and check or complete:
   - its title (select the title to rename it);
   - **What needs to happen (SMART)**: specific, measurable and with a deadline;
   - **Evidence required to close**: for example a photo, certificate or signed checklist;
   - **Section**, **Assigned Role**, **Assigned Person** and **Target Date**.
3. Changes save as you go. If the action came from a failed item, its photo and **From checklist** show the evidence from the visit; actions from a maintenance issue show **From maintenance note**.
4. To see every action at once in a grid, select **Table view** 1. **Preview Draft** shows the action plan PDF as it stands.



The draft action plan.

What you should see

> Every action has a clear description, the evidence needed, an owner and a target date. The **Sign Off** tab shows how many actions the plan has.

Add, merge or delete actions

- **Add an action**: select **Add Item** (2), fill in the title and the other fields, then select **Add Item** again.
- **Merge duplicates**: if two actions are really the same problem, open one, select **Merge into...**, find the other action, add an optional note, and select **Merge**. The merged action keeps both sources.
- **Delete an action**: open it and select **Delete**.
- **Move a photo**: if a photo is on the wrong action, select **Move this photo to a different action item** under the photo and choose the right one.

Ask Nina to fill in actions

If your organisation has Nina switched on, **Ask Nina** on an action drafts its SMART description and evidence, and **Ask Nina to fill all** drafts every action that's still blank. Read and correct each draft before sign-off.

Actions carried over from earlier visits

Carried over from previous inspections 3 lists actions from earlier visits that the nursery hasn't finished, with their status and how many times they've been carried over. They stay on their original plan: select **Open** to change one there.

Common problems

An action I expected isn't here.
Only failed items, maintenance issues and Adequate or Poor interview answers create actions. Add any others with **Add Item**, or from a note (see Maintenance issues and inspection notes).

I can't edit anything.
The report is locked: signed off, or awaiting manager approval if you're an area support lead.

Merge into… is greyed out.
There are no other actions to merge with.

Related guides

- Maintenance issues and inspection notes
- Signing off a report
- Action plans

REVIEW AND SIGN-OFF

Review: maintenance issues and inspection notes

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager Area support lead	**Inspections** › **In Review** › **the inspection** › **Maintenance / Notes**	5 to 10 minutes	Area support manager or area support lead

Purpose

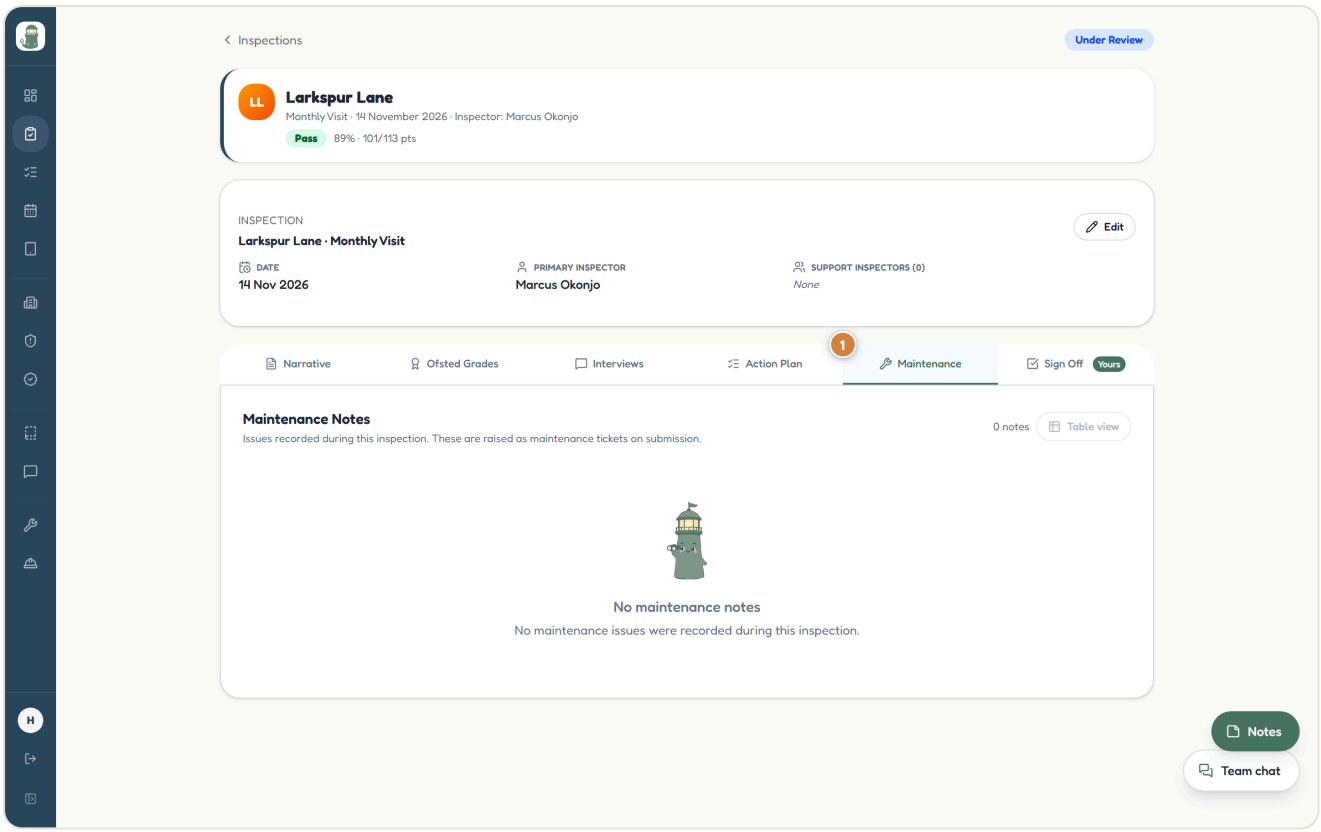
Tidy up what was captured in a hurry on site before it reaches the nursery and the maintenance team: correct a maintenance issue's details, and make sure anything important in the team's notes becomes an action or a job.

Before you start

- The inspection has been submitted and you're reviewing it.
- When the inspection was submitted, each maintenance issue became a maintenance job and an action. See Logging maintenance during an inspection.

Correct a maintenance issue

1. On the review page, select **Maintenance** 1. Issues are grouped by severity, most urgent first.
2. Select an issue to open it.
3. Correct the title, **Description**, **Severity** or **Room**, or change the **Photo**. Changes save as you go.



Maintenance issues logged on the visit.

What you should see

> Your changes are also copied to the linked maintenance job and action, so all three stay the same.

Turn a note into an action or a job

1. Select **Notes** at the bottom right of the review page. The inspection team's notes open; they can't be changed here.
2. Under a note, select **Add to Action Plan** or **Add to Maintenance**.
3. Check the **Title** and the **Description** (filled in from the note). For an action, choose the **Section**, **Assigned Role**, **Assigned Person** and **Target Date**; for a maintenance job, choose the **Severity** and **Room**.
4. Select **Add to Action Plan** or **Add to Maintenance** at the bottom of the window.

Beacon shows **Added to the action plan** or **Added to maintenance**, and the note is marked **Added to Action Plan** or **Added to Maintenance**, so it isn't added twice.

Common problems

"No maintenance notes".

No maintenance issues were logged on the visit. Add jobs from the notes, or on the maintenance board.

I can't edit the issues.

The report is locked: signed off, or awaiting manager approval if you're an area support lead.

"Title required".

Give the new action or job a title before saving.

Related guides

- Reviewing the action plan
- Logging maintenance during an inspection
- Maintenance

REVIEW AND SIGN-OFF

Review: signing off a report

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager Area support lead	**Inspections** › **In Review** › **the inspection** › **Sign Off**	5 minutes	Area support manager to sign off; area support lead to submit for approval

Purpose

Finish the review and make the report official. Signing off locks the narrative and grades, creates the report and action plan PDFs, and hands the action plan to the nursery. Only an area support manager can sign off; an area support lead sends their review to one for approval.

Before you start

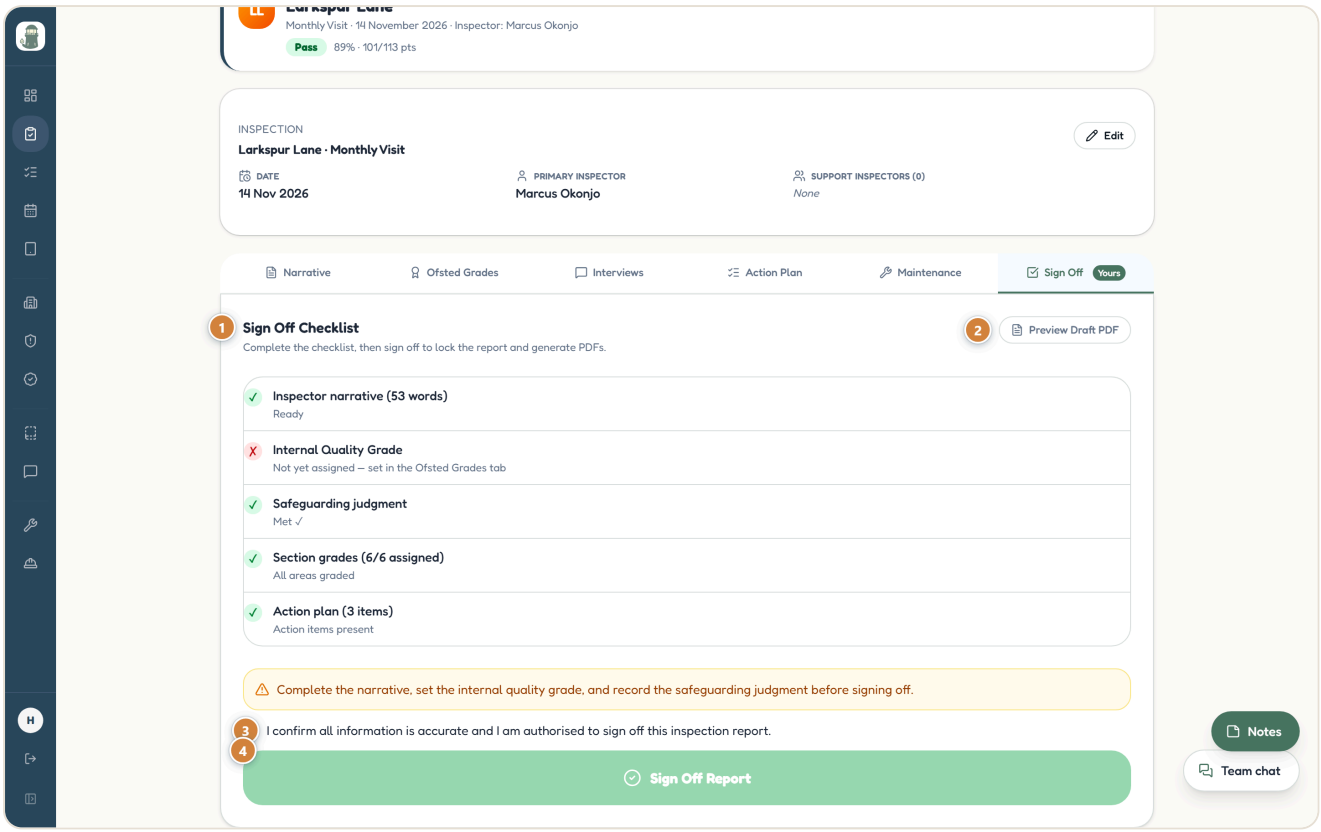
The **Sign Off** tab checks the report is ready. You need:

- a narrative of at least 50 words that isn't still Beacon's automatic summary (edit or rewrite it);
- an internal quality grade;
- a safeguarding judgement (Met or Not Met).

Beacon also flags, as warnings, fewer than six evaluation areas graded and an empty action plan. You can sign off with three or more areas graded and with no actions, if that's right.

Check the report is ready

1. On the review page, select **Sign Off**. Area support managers see **ASM** on the tab.
2. Read the **Sign Off Checklist** 1. A tick means ready, a cross means something is missing, and an exclamation mark is a warning.
3. To see the report as the nursery will, select **Preview Draft PDF** 2.



The Sign Off tab for an area support manager.

Sign off (area support manager)

1. Check the **Grade Summary**.
2. Tick **I confirm all information is accurate and I am authorised to sign off this inspection report** 3.
3. Select **Sign Off Report** 4, then **Sign Off** in **Sign off this inspection report?**.

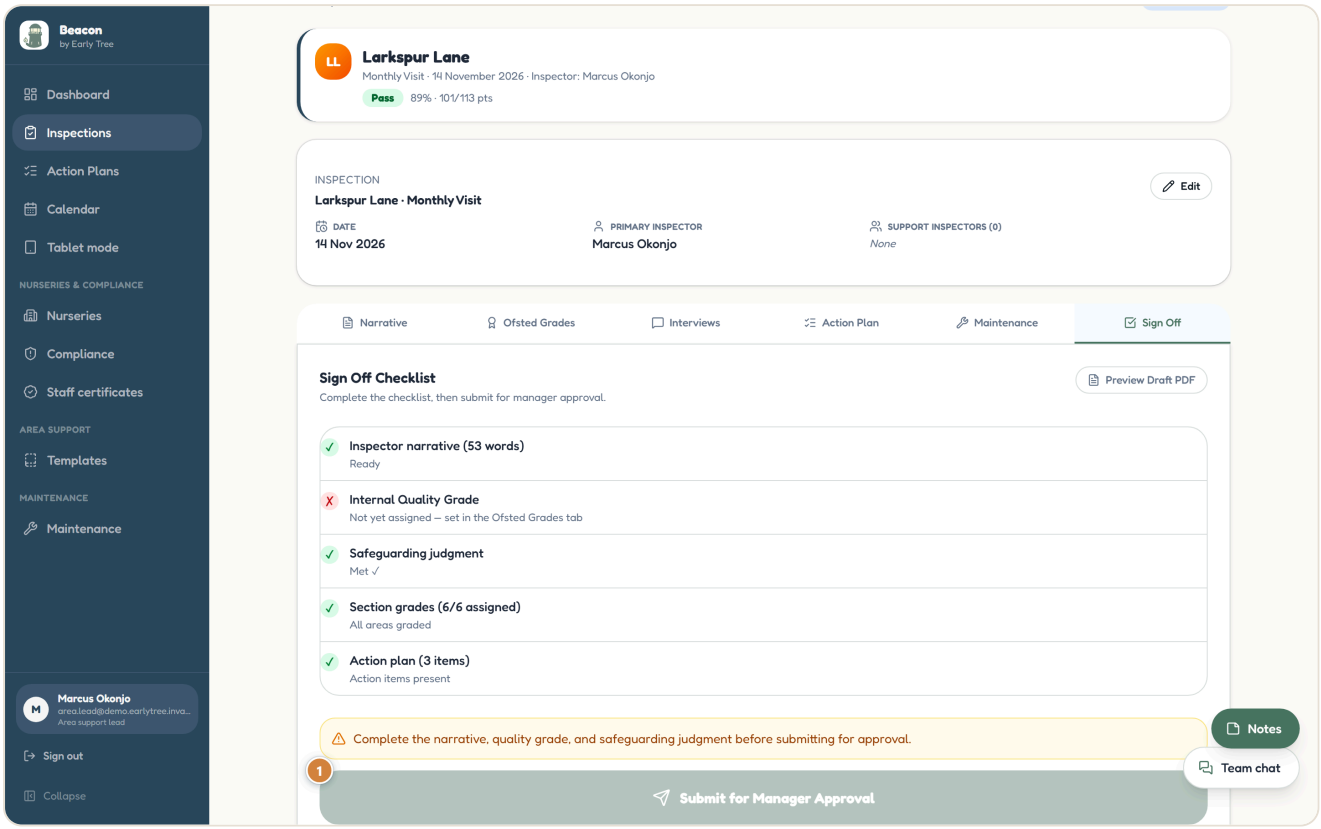
What you should see

Beacon shows **Report signed off — PDFs being generated** and opens the report. The inspection moves to **Signed off** on the Inspections page with its result, and:

- the narrative and grades are locked, and the review page can't be changed again;
- the report and action plan PDFs are created (see The signed-off report and its PDFs);
- the nursery's manager and staff can now see the report, and its actions appear on the **Action Plans** board, where they're worked on and updated from now on;
- maintenance actions assigned to the maintenance manager become maintenance jobs;
- if your organisation's Beacon sends email, the report and action plan are emailed to the nursery.

Submit for approval (area support lead)

1. Complete the checklist on the **Sign Off** tab.
2. Select **Submit for Manager Approval** 1, then **Submit for Approval** to confirm.



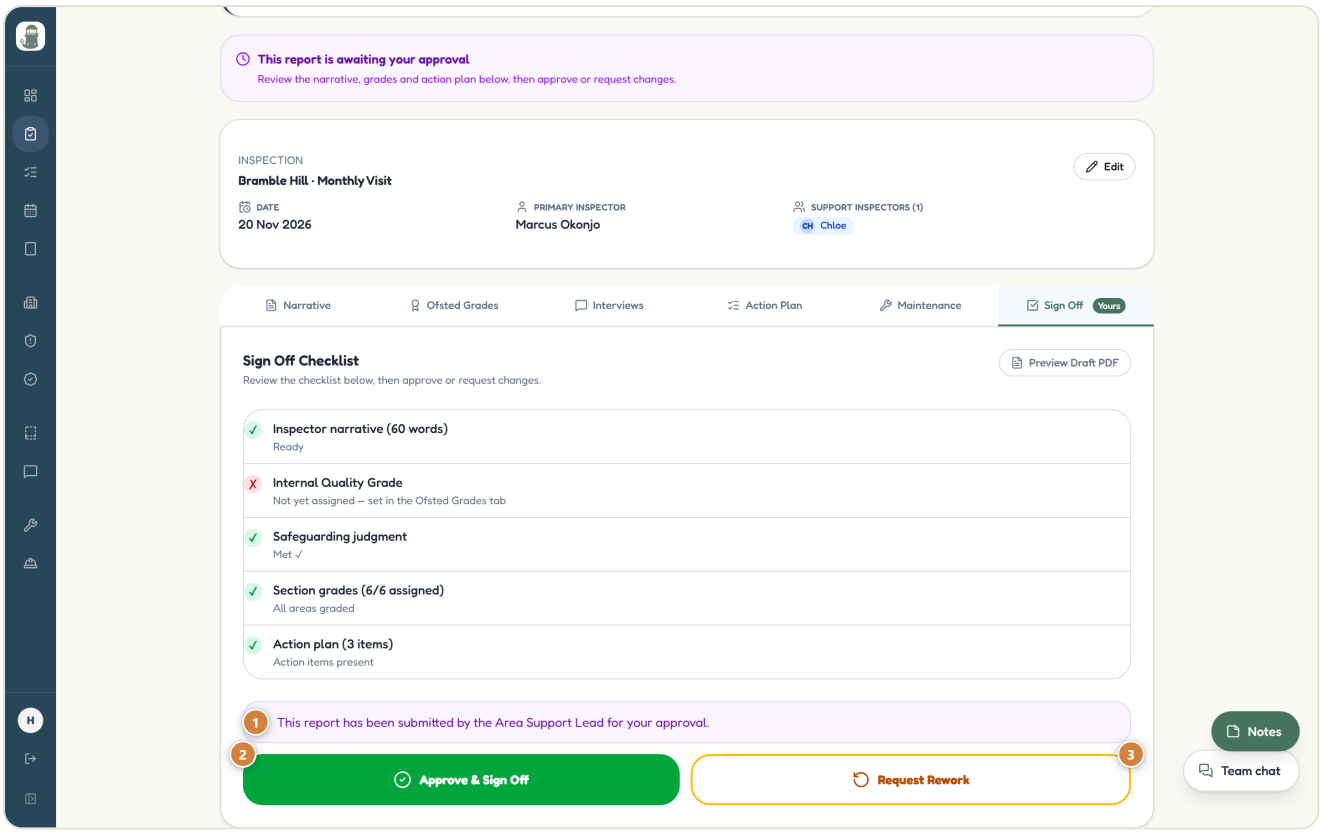
An area support lead sends the review for approval.

The report shows **Awaiting Manager Approval** and is locked for leads. The **Sign Off** tab then says "Your review has been submitted. The Area Support Manager will approve or request changes."

Approve or request rework (area support manager)

When a lead has submitted a report, its **Sign Off** tab says "This report has been submitted by the Area Support Lead for your approval." 1

- To approve it, select **Approve & Sign Off** 2, then **Approve & Sign Off** again to confirm. It's signed off as above.
- To send it back, select **Request Rework** 3, explain in **What needs to change?** what the lead should update, and select **Send for Rework**. See Rework.



An area support manager approves a lead's review or sends it back.

Common problems

Sign Off Report is greyed out.
The narrative is under 50 words or is still the automatic summary, or the internal quality grade or safeguarding judgement isn't set, or the confirmation box isn't ticked. Beacon says "Complete the narrative, set the internal quality grade, and record the safeguarding judgment before signing off."

I'm an area support lead and there's no Sign Off button.
Only area support managers sign off. Use **Submit for Manager Approval**.

"Already signed off".
Someone else signed it off a moment before you. Refresh the page to see the report.

Can I sign off from an AI app connected to Beacon?
No. Sign-off is deliberately only possible on this page, by a person.

Can a signed-off report be unlocked?
No. If something is seriously wrong, an area support manager can delete the report (see Deleting a report) and the visit can be inspected again.

Related guides

- Rework: changes requested by the manager

- The signed-off report and its PDFs
- Action plans

REVIEW AND SIGN-OFF

Review: rework requested by the manager

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support lead Area support manager	**Inspections** › **In Review** › **the inspection**	Depends on the changes	Area support lead to resubmit; area support manager to request rework

Purpose

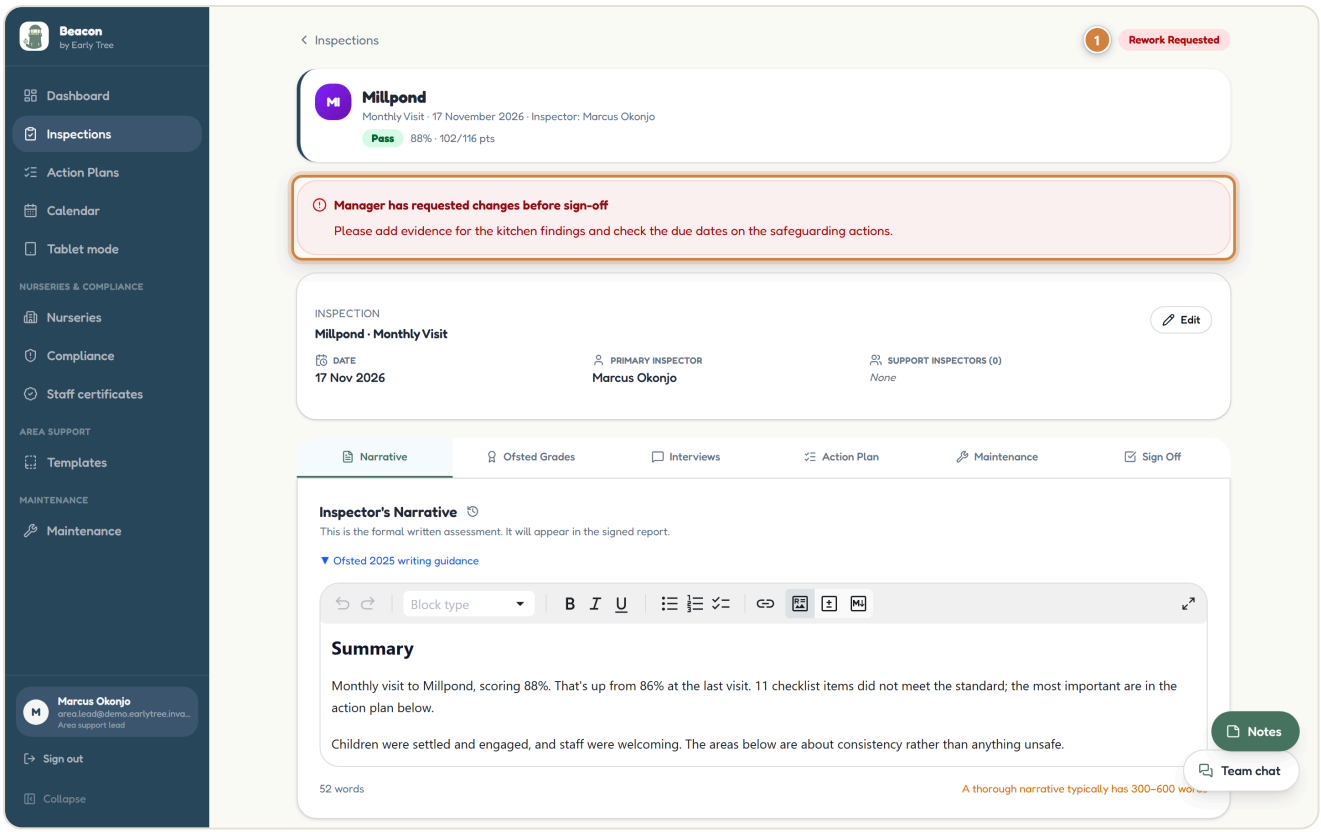
Make the changes an area support manager asked for, and send the review back for approval. Rework keeps the manager's feedback with the report, so it's clear what was asked for and what was done.

Before you start

- You submitted the review for manager approval, and the manager selected **Request Rework**.
- On the Inspections page the visit shows **Rework Required** and is listed at the top of **In Review**.

Make the changes

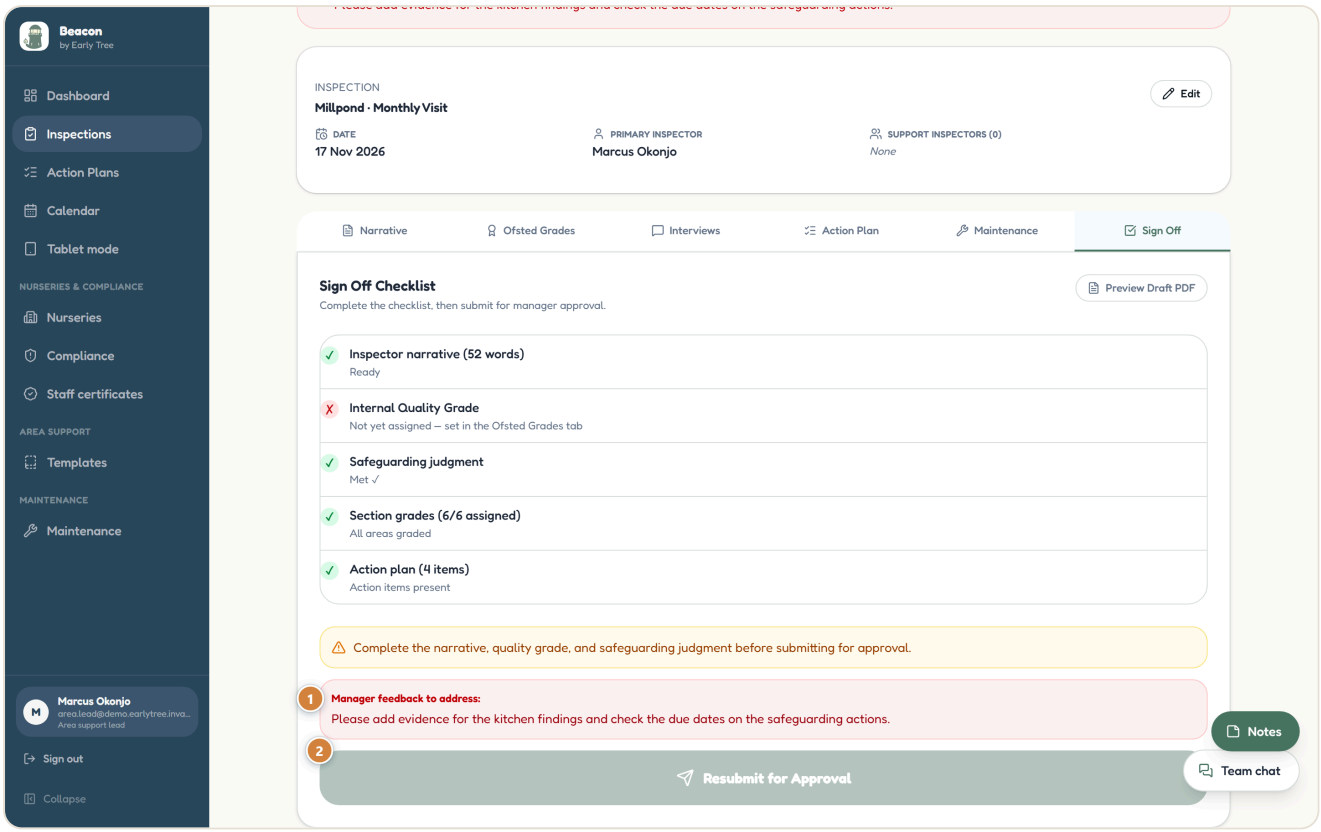
1. Open the inspection from **In Review**. The status shows **Rework Requested** 1.
2. Read **Manager has requested changes before sign-off** at the top of the page. It shows exactly what the manager wrote.
3. Make the changes on the **Narrative**, **Ofsted Grades**, **Interviews** and **Action Plan** tabs. The report is unlocked for you again. The status stays **Rework Requested** while you work, so the manager's request stays on the page.



The manager's request at the top of the review page.

Resubmit for approval

1. Select **Sign Off**. The manager's request shows again under **Manager feedback to address:** 1.
2. When you've dealt with everything, select **Resubmit for Approval** 2, then **Resubmit** to confirm.



Resubmitting after rework.

What you should see

> Beacon shows **Submitted for manager approval**, the status changes to **Awaiting Manager Approval**, and the report is locked for you until the manager approves it or asks for more changes.

Request rework (area support manager)

On a report **Awaiting Manager Approval**, select **Sign Off**, then **Request Rework**. Explain clearly in **What needs to change?** what the lead should update (narrative quality, missing grades, specific concerns) and select **Send for Rework**. Beacon shows **Rework requested — Lead has been notified**.

Common problems

Resubmit for Approval is greyed out.
The narrative, internal quality grade or safeguarding judgement is missing.

"Report is not pending approval".
Rework can only be requested on a report that's awaiting approval.

Related guides

- Signing off a report
- The narrative
- Grades and safeguarding

REVIEW AND SIGN-OFF

Review: the signed-off report and its PDFs

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Everyone with access to the nursery	**Inspections** › **Signed off** › **the inspection**	A few minutes	Any role with access to the nursery

Purpose

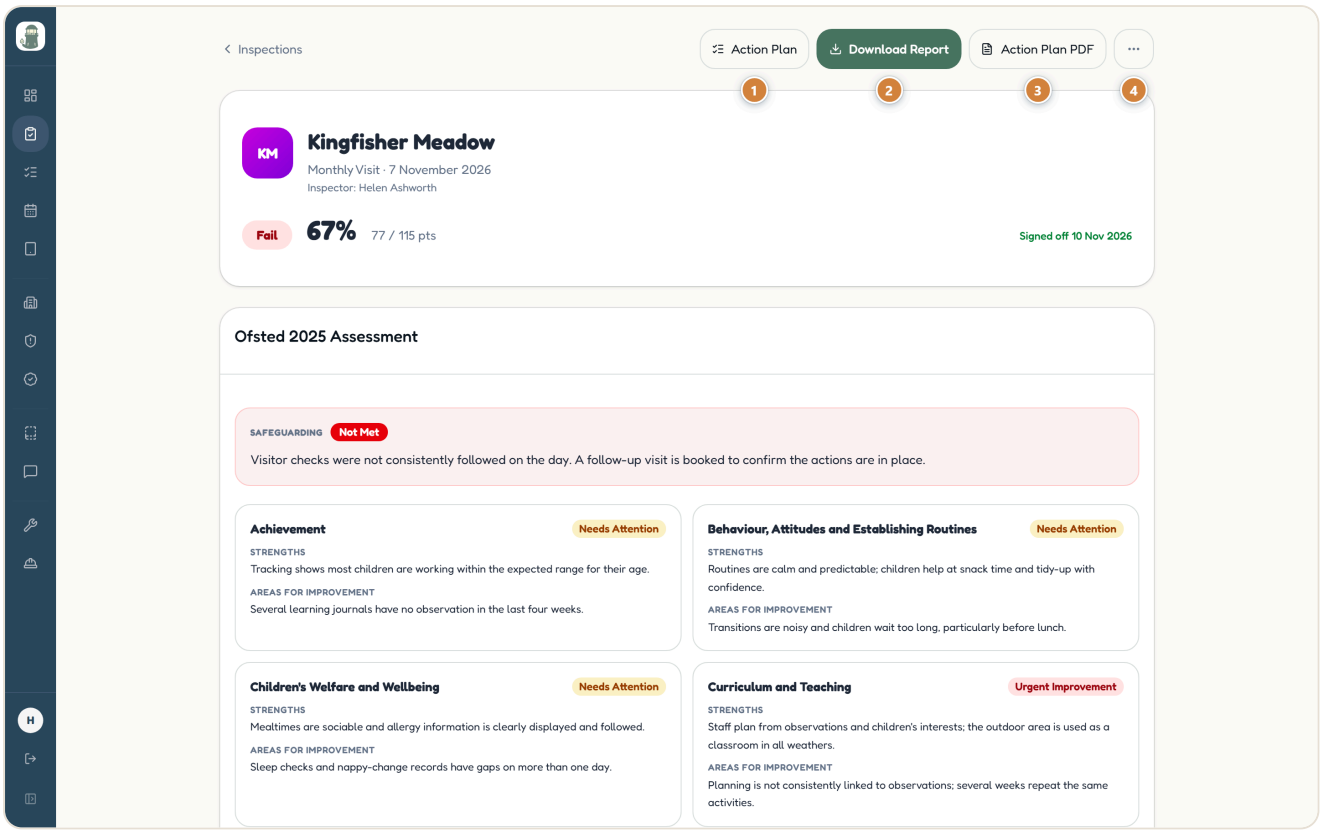
Read the finished inspection report, share it as a PDF, and open the action plan that came from it. Once signed off, a report is the record of the visit: it can't be changed.

Before you start

- The report has been signed off.
- You have access to the nursery. Nursery managers, room leaders, maintenance managers and auditors see reports for their own nurseries; area support staff with group-wide access see them all.

Open the report

1. In the menu, select **Inspections**, then select the visit in **Signed off**. The dashboard's **Recent signed-off reports** opens the same page.
2. At the top are the buttons for the report:
   - **Action Plan** 1 opens the nursery's action plan for this visit;
   - **Download Report** 2 opens the report PDF;
   - **Action Plan PDF** 3 opens the action plan PDF;
   - **More report actions** (the three dots) 4 holds **Delete report...**, for area support managers only (see Deleting a report).
3. Read down the page: the result and score, **Ofsted 2025 Assessment** (the safeguarding judgement and each area's grade, strengths and areas for improvement), **Inspector's Assessment** (the narrative), then each area's checklist results with notes and photos, anything not assessed, the photo gallery and a summary of the actions.



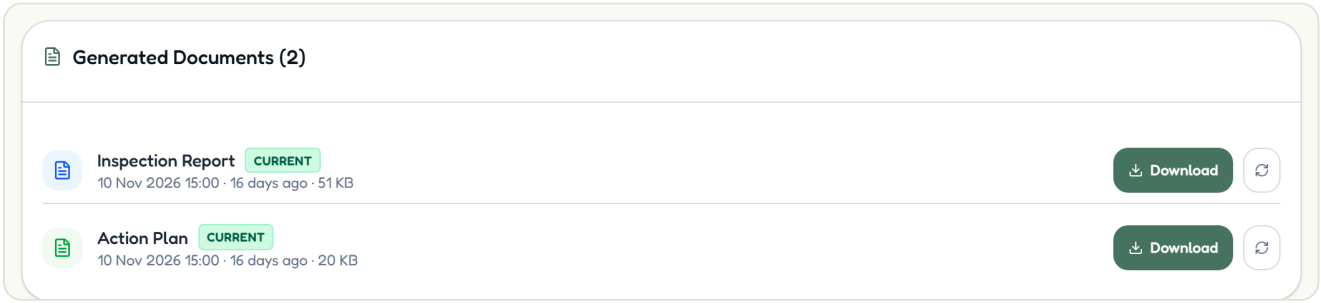
A signed-off report.

IMMEDIATE ACTION

A report with the result **Immediate Action** (a score under 50%) shows **Escalate immediately. This inspection result requires urgent attention.** Follow your organisation's escalation procedure.

The PDFs

Beacon creates two PDFs when a report is signed off: the **report** (including a photo appendix, failed items first) and the **action plan**. They're kept with the report under **Generated Documents**.



Generated Documents.

- **Current** marks the latest version of each PDF; select **Download** to open it.
- If a PDF has been made again, the older copy is marked **Superseded** and kept for audit. It can still be downloaded.

- Area support managers can make a fresh copy of a current PDF from the latest data with the circular arrow next to **Download**. The old one is kept as superseded.

What you should see

> The PDF opens in a new tab, ready to save, print or share. If a report has no PDFs yet, Beacon creates them the first time someone downloads one.

Common problems

I can't see a report for my nursery.
It hasn't been signed off yet. Reports appear for nursery staff only after sign-off.

"Report not yet finalised".
You tried to download the PDF of a report that isn't signed off. Only area support managers can do that.

The PDF shows old information.
Ask an area support manager to regenerate it from **Generated Documents**.

Related guides

- Action plans
- Signing off a report
- Deleting a report

REVIEW AND SIGN-OFF

Review: deleting a report

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager	**Inspections** › **the inspection's report** › **More report actions** › **Delete report...**	A minute	Area support manager

Purpose

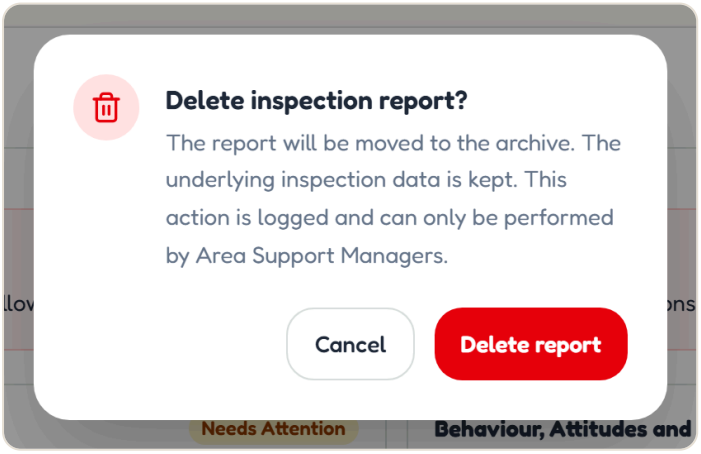
Take a report out of use when it shouldn't stand: for example, the visit was recorded against the wrong nursery, or it was a practice run. Deleting moves the report and its inspection to the archive; nothing is destroyed, and the deletion is logged.

Before you start

- You're an area support manager.
- You're sure. A deleted report disappears from the Inspections page and the dashboard for everyone.

Delete a report

1. Open the report (from **Signed off** on the Inspections page).
2. Select **More report actions** (the three dots) at the top of the page, then **Delete report...**.
3. Read **Delete inspection report?** and select **Delete report**.



Deleting a report.

What you should see

> Beacon shows **Report deleted**. The report and its inspection move to the archive, and the report's actions leave the action plans board. The deletion is recorded in the audit log.

Restore a deleted report

1. In the menu, select **Inspections**, then **Archive**.
2. Find the inspection and select **Restore**.
3. Confirm with **Restore**.

Beacon shows **Inspection restored**, and the inspection and its report are back where they were.

Common problems

There's no More report actions button.
Only area support managers can delete reports.

"Already deleted".
Someone else deleted it first. Look in the archive.

Related guides

- The signed-off report and its PDFs
- Archiving an inspection started by mistake