**The next page has an MS Word template that should be used to fill out Part 3 of the CAPRI report.**

The purpose of this template is two-fold: it documents the investigation and aids in penalty assessment, if applicable. This template is intended to increase the uniformity of the investigative process. Each section should be completed **as applicable**. The content and context of each section should be completed with details from the investigation. You should provide details of the investigation that are not obvious or evident from reading Parts A and B of the investigative report. All remarks should be based in fact or actual statements made by motor carrier staff. All information must be accurate and legally defensible. Items in ***bold italics*** are required to be in Part C. Those in regular type are suggested items for Part C.

The Part C Remarks Template has been integrated into CAPRI. Those items labeled “REQUIRED” in the CAPRI template must be completed. Those noted as “SUGGESTED” are suggested items for Part C.

**PART C REMARKS TEMPLATE**

INVESTIGATIVE REPORT RECEIVED BY:

* ***Name:***
* ***Title:***
* ***Carrier/Shipper Name:***
* ***Date:***
* ***Telephone Number (if different from Part A):***

If carrier refuses to accept investigative report or closeout was with less than highest ranking official, provide mailing details below:

* ***Name to Whom It Was Sent:***
* ***Mailing Method (Fedex, UPS, etc.):***
* ***Date Sent:***
* ***Tracking /Confirmation Number:***
* ***Telephone Number (if different from Part A):***

**REMARKS:**

REASON FOR INVESTIGATION:

* ***Note if there is more than one reason for initiating this review (i.e., High-Risk List, Complaint, etc.).***

SCOPE OF INVESTIGATION:

* ***If an Onsite Focused Investigation was conducted, document any reasons why items outside of the originally assigned scope were reviewed.***

CARRIER OPERATION DESCRIPTION:

(Include information in this section describing the carrier operation, such as, commerce, goods, operating area, etc.).

* ***Describe the financial condition of the subject, focusing on any information that impacts the carrier’s safety operation. The objective is to gather information to support making safety assessments, determining ability to pay and reincarnated motor carrier. Include:***
  + ***Gross Revenue – if motor carrier refuses to provide, explain how the amount was determined.***
  + ***List major assets such as buildings, land, airplanes, other companies, etc.***
  + ***Document the officers of the company.***
  + ***List all partners not listed on Part A, where applicable.***
* ***Note the names and titles of any relevant company official or employee who were interviewed, but were not listed on Part A of the Investigative Report.***
* ***Provide names of household goods agents when applicable.***
* ***Note whether motor carrier was involved in emergency relief efforts or operating under an exemption or waiver.***
* Provide enough detail to fully understand the nature of the business and how it is structured. Include a description of business profit model; that is how do they make money, what is acceptable profit, how do they make up for losses, etc.
* Describe the company location and the principle place of business, location where documents are retained, maintenance facilities, etc.
* Describe anything that is atypical about the subject’s operation.
* Include general overview of carrier’s safety operation and identify the personnel responsible for safety management.

PRE-INVESTIGATION:

* ***Provide a listing of the specific supporting documents that were requested and when. Include whether or not the motor carrier was given 48 hours to produce records not located at the principal place of business.***
* ***List documents that were not provided as requested and actions taken to obtain them.***
* ***Note why the carrier’s company profile was NOT obtained, if applicable.***
* Document issues that posed barriers to the pre-investigation process, such as locating or reaching the motor carrier, availability and accuracy of information, etc. If extremely difficult to locate motor carrier, explain how motor carrier was contacted.
* Provide date(s) on which investigation was conducted and reasons for delays, extensions, etc.
* Note any specific details in conversations or observations that influenced the investigation process.

COMMERCIAL DRIVER’S LICENSE INFORMATION SYSTEM (CDLIS) CHECK:

* ***If applicable, explain why a CDLIS licensing check was not conducted or that other methods were used to verify licenses.***

HAZARDOUS MATERIALS (HM) SUPPLEMENTAL REVIEW:

* ***Was a HM Supplemental Review performed? Yes or No?***

INVESTIGATION:

* ***Describe what specific supporting documents were produced and when and by whom. Include the name and title of the person providing documents.***
* ***Describe where are the supporting documents are located and how are they maintained (by driver, by trip, in trip envelopes filed by date, etc.).***
* ***Explain why sampling is expanded beyond minimum amount or could not be reached in accordance with the FOTM.***
* ***Explain why vehicles were not inspected IF three or more inspections were not on profile.***
* ***Explain interstate versus intrastate operations.***
* ***As applicable for HOURS-OF-SERVICE- related investigations if supporting documentation was available and/or presented that did not contain valid or vital information that could be used to check the accuracy of the Record(s) of Duty Status explain how and why.***
* During an investigation of the CONTROLLED sUBSTANCES and Alcohol BEHAVIOR ANALYSIS AND SAFETY IMPROVEMENT CATEGORY document any problems discovered with the consortium.
* Explain how mileage was determined. Note if mileage was extrapolated because company has been in business less than 12 months.
* Note statements made by officials relative to correcting the violations or safety system breakdowns discovered during the investigation.
* Note any other information that explains and/or complements the cited violations in Part B, and would increase the accuracy of the evaluation process, and would aid the follow-up investigator.

FOLLOW-ON ACTION:

* ***Note the reason for NOT taking enforcement action for acute violations.***
* Note the reason for NOT initiating enforcement action in response to any discovered pattern of critical violations.
* Provide information about the selection of the Post-Investigation Intervention.
* Document areas of weakness that may be future problem areas for the carrier.

DOCUMENTS PROVIDED TO CARRIER:

* ***List materials provided to the motor carrier and any materials the motor carrier had on hand***.