

## International Inspection Checklist

Traveler:

Establishment:

Dates of Travel:

City and Country:

Order	Activity	Responsible Party	Inform	Timeframe
1	Schedule Inspection	Specialist	SL Insp	Oct 31 for in-depth inspections at least 3 months prior
	*Contact firm to confirm dates		cc: MPA, IC DO	6 months prior to prelicensing inspections
2	Draft International Travel Notification	IC DO	MPA, cc: PSA	as soon as the inspection is scheduled
3	Decision Memo	MPA	Route to sign - ADODR (IC DO), CVB DO, Agreement Specialist, File	receipt of Draft Travel Notification
4	Submit Travel Request	Specialist	Travel OAA	3 months prior to the inspection or as soon as possible
5			cc: IC Director, MPA	NOTE: ALL EXPENSES MUST BE PAID BY TRAVELER with the exception of local transportation. That may be paid by the permitte or foreign site
6	Provide travel info (costs and flight schedule)	Travel OAA	Specialist, cc: MPA, IC DO	within 1 week of receipt of travel request
7	Review travel info and confirm	Specialist	Travel OAA cc: MPA, IC DO	within 2 day of receipt of travel info (Step 6)
8	Draft CSA Information Document	IC Director	Specialist	within 2 days of confirmation of travel info
9	Confirm CSA Information	Specialist	IC Director	within 1 day of Step 8 (if Specialist is out of office, supervisor may confirm)
10	Approves CSA Information Document	IC Director	MPA, cc: Specialist	within 2 days of Step 9
11	Draft Budget Worksheet	MPA	IC DO, cc: PSA, Budget	within 1 week of receipt of CSA Information Document
12	Approve Budget	IC Director	MPA	within 1 week of receipt of Budget Worksheet
13	Notify firm (via email) of Budget	IC Director	Firm, cc: Specialist, MPA	within 3 days of receipt of approved Budget *MPAs go button to start contract
14	Draft and send CSA Contract for IC DO signature	MPA	IC DO	within 3 days for receipt of approval from IC DO
15	FedEx contract packet to Firm	MPA	Firm	within 3 days of receipt of signed (cover letter) contract from IC DO
16	Receive signed contract back from firm	Firm	MPA	

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17	Draft (cover letter) and send CSA Contract back to IC DO for final signature.	MPA	IC DO	within 3 days of receipt of signed CSA contract from firm
18	FedEx signed contract packet to firm	MPA	Firm	Within 3 days of receipt of signed (cover page and signed contract) from IC DO. At that time provide instruction to Firm on how to deposit funds
19	Forward signed copy and establish Accounting Codes and Trust Fund Numbers with MRPBS	MPA	IC DO, cc: Budget, IC PSA	
20	Forward signed copy of Contract to MRPBS	MPA	MPRBS	
21	Receive and deposit funds	MPA	IC DO, cc: Budget, Specialist, IC PSA	If funds are received via check, MPA will forward to lock box for deposit. Need to allow time for MRPBS to apply funds to Trust Fund Account. *min 2 weeks prior Step 21
22	Send Notification to sign Authorization	MPA	Travel OAA, cc: IC DO, Specialist, IC PSA	Notification will be sent when funds present against the Trust Fund Account. *min 6 weeks prior
23	Check airfare for any increase *If cost increases more than 10%, advise IC DO and MPA.	Travel OAA	IC DO, MPA	
24	Send International Travel Notification	PSA	Outside Parties  cc: IC DO, Specialist, MPA	2 weeks prior to departure
25	Final Travel Authorization/Travel Pack paperwork	Travel OAA	Specialist	5 days prior to inspection
26	Finalize time sheet	Specialist with IC DO		upon return