General Guidelines for Inspection Report Format

Front Page of the Report Format

- Do not include zip code for the name and location of firm inspected. Remember to spell out the state.

- Domestic Firms - Licensees – mailing location

  The name of the firm and location inspected appears in the middle box at the top of the front page of the inspection report, if the location is also the mailing address for correspondence. Under other locations inspected, list other locations or none if this was the only site inspected.

Field Inspection Report **Center for Veterinary Biologics** **VS, APHIS, USDA**	Name of firm and Location Inspected [redacted]	Dates of Inspection: Date(s) License Number: [redacted] Type of Inspection: Inspection Type

Other Locations Inspected: [redacted]

The cover letter should be addressed to the liaison for the licensee, which is the same address as listed in the middle box. For example, the cover letter for the inspection report above would be addressed to:

[redacted].

- Domestic Firms - Licensees – location other than mailing address

  The name of the firm's mailing address appears in the middle box at the top of the front page of the inspection report, location inspected is deleted. Under other locations inspected, list the location(s) inspected and delete the word "other".

Field Inspection Report **Center for Veterinary Biologics** **VS, APHIS, USDA**	Name of firm [redacted]	Dates of Inspection: Date(s) License Number: [redacted] Type of Inspection: Inspection Type

Locations Inspected: [redacted]

The cover letter should be addressed to the liaison for the licensee, which is the same address listed in the middle box. For example, the cover letter for the inspection report above would be addressed to:

[redacted]

General Guidelines for Inspection Report Format

- International Firms – Permittees
  The name of the permittee appears in the middle box and the name of the foreign manufacturer and the location inspected appears under Locations Inspected. Remember to change items highlighted on the Inspection Report template.

Field Inspection Report **Center for Veterinary Biologics** **VS, APHIS, USDA**	Name of Permittee [redacted]	Dates of Inspection: Date(s) Permittee Number: [redacted] Type of Inspection: Inspection Type

Locations Inspected: [redacted]

The cover letter should be addressed to the liaison for the permittee, which may be a different address. For example, the cover letter for the inspection report above would be addressed to:

[redacted]

A visible cc: to the manufacturing site representative should also be included on the cover letter and a copy of the inspection report should be sent to the site that was inspected.
Reminder: Ensure the CSA information is included in the BACKGROUND information on the cover page of the report.

Formatting Items for the Body of the Inspection Report

- The word ACTION should not be **bolded**. Setting in the far left column sets off the action items.

- The report must be in outline format (I. A. 1. a. i).
  No bullet points should be used.

- The Specialist should NOT format the report. That will be done by the BCA.

- 9 CFR references associated with the ACTION items should be formatted as follows:
  [Reference: 9 CFR 113.25(b)]
  Do not spell out Title 9 Code of Federal Regulations the first time it is used in this context.

- Observations should be written in past tense.

- References to Liaisons or Personnel responsibilities should be written in present tense.