

Requesting International Inspections

Under normal circumstances, international inspections are conducted as a special inspection (i.e. pre-permitting inspection) or an in-depth (on-going compliance) inspection. Follow-up inspections are generally not conducted on foreign locations. If necessary, discuss the need with the Section Leader – Inspections and the IC Director for concurrence.

The process described involves multiple parties and will be followed for scheduling, establishing cooperative agreements, funding, and international notification for all international inspections. For pre-permitting inspections, please allow approximately 6 months for approvals. In-depth inspections can be scheduled approximately 3 months out.

The *International Inspection Checklist (ICFRM0045)* describes each of the steps and responsible parties to conduct the steps. **ICSOP0001**, *Delegation of Authority for Center for Veterinary Biologics-Inspection and Compliance*, should also be consulted for delegation of authority, if necessary, for approvals.

To use the checklist, follow the order of steps and activities. Each step identifies the “Responsible Party” that is to initiate each step and who they are to “Inform” based on position titles. Please make sure that every position identified in the “Inform” box is notified as instructed. Additionally, information is included regarding “Timeframe” on the checklist for each step.

A folder is established on the network drive by the MPA or IC DO. Access to the folder and contents is limited to Administrative personnel. Here is an example of a folder established for an inspection of [REDACTED] in September, 2012: [REDACTED]
[REDACTED] The checklist, as well as other administrative supporting documents for the inspection and agreement, is stored in this folder. The MPA or IC DO will update the checklist at successive steps, and the checklist becomes an official record of the preparation and scheduling of the inspection.

The CSA Information Document prepared by the IC DO details the expected itinerary for the trip from departure to arrival back in Ames. Please pay particular attention to the draft CSA Information Document when you receive it for review and make sure the expected time allocations are appropriate for the inspection/travel. Once approved, the Information Document forms the basis for the budget preparation and eventual funding by the US Permittee of the inspection, including your salary and benefits, all travel expenses, and any travel compensation time. Any deviations from the expected itinerary require approval by the IC DO, MPA, and the US Permittee, and may require additional funds be deposited in advance of the trip.