Scheduling and Approval of Inspections in LSRTIS

An inspection and related report is based on the type of inspection, not the number of sites visited.

In-depth inspections to be scheduled for the fiscal year can be found under the Recommended Inspections Tab. This tab populates with all firms on August 15th. CVB-IC management reviews and revises the list of inspections for the next year by September 1st. Requests to schedule inspections will be emailed to the specialists at the beginning of the fiscal year.

Team Leader Schedules Inspections in LSRTIS

1. Log into LSRTIS IC, Inspections

2. To Schedule an In-depth Inspection, go to Recommended Inspections Tab:

a. Find the correct Est., Address, City, and State and go to the right and click on Request.

b. This brings up Schedule Inspection Screen – most of the information will be automatically filled out. The following information will need to be entered:

i. Additional Sites – An LOV with sites associated with the Establishment will be available, click on all sites to be visited during the inspection and click on +Add.

ii. Travel dates and inspection dates – easiest to use the pop-up calendar.

iii. The Team Leader is usually entering the information and is the default for the role of Team Leader. This can be changed if needed. Also note – there can only be one Team Leader per inspection.

iv. To add team members, scroll down to Personnel and click +Add. Depending on the role, a list of personnel will be available on the drop down or can the name can be typed in.

1. Specialist = List of Authorized Inspectors

2. CVB Participant = CVB Program Personnel

3. Other Participant = Those outside of the CVB program, such as VMOs from the field or Technical Representatives from other countries. The name of "Other Participant" should be typed in, First Name and Last Name, please note the other participants title, Mr. Dr., Ms., etc.

c. Click on Create

3. To Schedule Special and Follow-up Inspections, click on +Schedule Inspection, enter the following information for each inspection:

a. Establishment – enter the Establishment Number

b. Establishment Site - An LOV with sites associated with the Establishment will be available, click on the main site for the inspection.

c. Additional Sites – An LOV with sites associated with the Establishment will be available, click on all sites to be visited during the inspection and click on +Add.

d. Inspection Type: Follow-Up or Special

i. If it is a Special Inspection, another field will appear "Special Inspection Type" – choose the appropriate type of Special inspection.

ii. Investigation – will allow you to enter the associated VBI identification.

iii. Field Study, Efficacy Study, Duration of Immunity and Bench Record Review allow the addition of product codes and serial numbers associated with the inspection. These can be added at the bottom of the entry screen.

e. Travel dates and inspection dates – easiest to use the pop-up calendar.

f. The Team Leader is usually entering the information and is the default for the role of Team Leader. This can be changed if needed.

g. To add team members, scroll down to Personnel and click +Add. Depending on the role, a list of personnel will be available on the drop down or can the name can be typed in.

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h. Click on Create

4. Team Members do not need to be finalized prior to scheduling an inspection. This can be done at any time prior to 30 days before the inspection is scheduled to start.

5. This will take you to "Show Inspections" page. Review data to ensure it is complete and correct. **If** there are errors, you may click on the edit button and make the appropriate corrections or additions. If the data is correct, you can go click out of the screen. The inspection request should be visible under the Pending Approval tab.

Pending Approval

1. While the inspection request is in this tab, Specialist may make changes to the inspection information. Click on Info to go to the Show Inspection screen. Use the edit key at the bottom of the page to make appropriate additions or corrections; for example, adding Team Members or changing dates of the inspection. If the inspection is no longer needed, the Specialist may use the Remove key to remove the request from the list.

2. IC Inspection Section Leader will place pending inspection on the IC calendar in Green prior to approval in LSRTIS.

3. Approvals in LSRTIS will be done approximately 3 months prior to the travel taking place. Once the IC Inspection Section Leader approves the inspection, the following happens at the same time:

i. The information on the IC calendar will be changed from Green to Black
ii. An email with the Est #, Location, Travelers, and Date are sent from LSRTIS to Jamie Carsrud and cc: Steve Karli, Byron Rippke, and Team Leader.

4. Approval moves the record to Pending Inspection. At this stage any changes to the record may only be made by management. Changes should be communicated to the IC Section Leader with a cc: to their supervisor as soon as the change is known.

Pending Inspection – the record will be maintained in this queue until the start date of the inspection.

Pending Report – the records will be move to this queue one day after the end date of the inspection.