

Fresh Products Branch Directive

FPB-621
1/31/02

Inspector's Count and Inspector Rotation

I. PURPOSE

This directive establishes standard requirements and responsibilities with regard to inspector's count when performing inspections. It also establishes the Branch policy that supervisors are required to rotate all inspectors between applicants on a regular basis. The term "inspector" is synonymous with "grader," and includes both Federal employees and Federal-State licensees.

II. OBJECTIVE

To promote the integrity and uniformity of the Terminal Market Inspection Program by ensuring that: inspector's count is performed on all inspections; and that inspectors are rotated and documented in accordance with Branch policies.

III. POLICY

Inspectors shall perform inspector's count when performing lot inspections. Supervisors shall also rotate the inspectors between the different applicants and document this rotation.

IV. RESPONSIBILITY

A. Inspector's Count. Inspectors shall verify the container count provided by the applicant to the maximum extent practicable. Inspectors shall make every effort to count the numbers of containers in each lot. Whenever more than one of the certificate lot designations (e.g., A, B, C and D) is used, the number of containers must be entered in the appropriate section on the certificate followed by inspector verification.

If the number of containers available for inspection is not the same as the amount applied for, the inspector should first check with the applicant to make sure the correct lot has been presented for inspection before certifying the lesser amount.

If it is impossible for the inspector to make an accurate count, the inspector shall note the approximate number of containers. The inspector shall also explain the reason a precise count could not be made on the notesheet. However, the use of "approximate count" shall be reserved for unusual circumstances (e.g., numerous pallets with mixed products), and not used simply because it is convenient to do so.

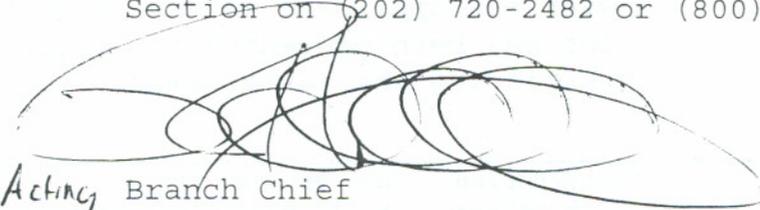
B. Inspector Rotation. Supervisors shall rotate all qualified inspectors between all applicants. The practice of assigning an inspector to the same applicant because it is on their way home or is otherwise convenient is not acceptable. This applies to overtime, weekend, holiday and "call back" assignments as well.

The proper rotation of inspectors will be verified by checking the daily office desklogs (or comparable assignment sheets) and/or National Inspection Database (NID) reports (for Federal offices only) over a specified period of time by the reviewer(s) when performing office checks. An example of a daily desklog can be found in Appendix 4 of the "Officers In Charge Instruction Manual" (see Exhibit A).

The desklogs and/or comparable assignment sheets shall be maintained in an appropriate file available for review at all times.

To assist in further documenting inspector rotation, an example inspector rotation schedule can be found in Appendix 10 of the "Officers In Charge Instruction Manual" (see Exhibit B).

Questions or comments regarding this directive should be directed to the Field Operations Section on (202) 720-2482 or (800) 811-2373.


Acting Branch Chief

Assignment Rotation Schedule

Appendix 10

The following is a sample assignment rotation schedule. This medium-sized sample office has 3 major applicants/contract houses, plus several applicants who make requests infrequently (APP #1, #2, #3 and remaining) and 4 fully qualified ACGs (AB, CD, EF and GH). It is set up for a month, separated into two-week assignments (by pay period). Tailor the schedule to accommodate the number of major applicants serviced by the office and the number of fully qualified ACGs.

Two-week pay period	App. #1	App. #2	App. #3	App. remaining
1	AB	CD	EF	GH
2	CD	EF	GH	AB
3	EF	GH	AB	CD
4	GH	AB	CD	EF
5	AB	CD	EF	GH
Continued...				
25	AB	CD	EF	GH
26	CD	EF	GH	AB