

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
ANIMAL CARE

**INSPECTION REPORT REVIEW CHECKLIST**  
FOR INTERNAL USE

When reviewing an Inspection Report, the reviewer should make sure that all the applicable criteria below are met:

**General Information**

- Inspection type is correct (Routine, PL Inspection #1, Site Additions are marked as Routine, etc.)
- Report not written on a canceled site
- "Prepared by": same as or later than "Inspection date"
- "Received by" date: before earliest correction deadline, 5 days or less from "Inspection date", and same as or after "Prepared by"
- Name in "Received by" matches licensee name or is a facility representative
- Certified mail number included on report, if applicable
- Reports with Directs were not emailed or sent certified mail

**Narrative**

- If no NCIs, Report has appropriate statement
- NCI citation contains all 4 4 parts, if appropriate
- Regulation (appropriate section and specific subparts for the NCI)
- Description of NCI (clear, appropriate details including animal ID, no diagnosis)
- Why the problem is an NCI (appropriate, reasonable consequence)
- Appropriate general description of how licensee/registrant can correct the problem, and a reasonable correction deadline (unless Repeat, PL, or New Site Approval inspection)
- Narrative is clear, reasonably free of improper grammar or spelling errors, and objective
- Direct NCIs appropriately classified (unless PL)
- Same problem is not cited in multiple CFRs, unless appropriate
- Focused inspections are appropriately described
- Final statement regarding who conducted the inspection and the exit briefing and when it occurred if report not delivered day of inspection
- Amended reports are not noted as "Amended"
- No extraneous, unrelated, or inappropriate information
- Report follows all Inspection Guide requirements and supervisory guidance
- Pre-License reports have all required statements
- Passing PL: type license requested and payment information
- Non-passing PL: how many inspections left and deadline date for 90 days window
- All PL: no regulated activity statement
- Look at previous report(s) to verify Repeat NCIs
- Repeats notated correctly, i.e., inspector didn't shift section numbers (e.g. 3.1 vs. 3.6 for same problem)
- Inspections not occurring on exact same date each year

**Documentation (photos, videos, document)**

- Required photos for Repeats, Criticals, Directs, Corrected Directs, Corrected Vet Care, all NCIs at facility with ongoing IES investigation, and commercial airlines
- Documentation clearly and accurately depicts the NCI
- Close-ups and overviews are included as needed for orientation
- Animal IDs included in picture labels for vet care, space, and when appropriate
- Animals are present in the photo (if possible)
- Uploaded or photographed documents or records are readable
- View videos and listen to audio to ensure content is appropriate and depicts NCIs
- If documentation contains confidential business information, ensure this is noted in label
- Labels are present for all documentation and are sufficiently detailed
- Documentation assigned to appropriate CFR(s) unless showing corrected items or overviews
- Note if documentation depicts an NCI not included on report
- Note if required photographs were not included

If documentations does not support NCIs or raises any concerns, make note to discuss with inspector

**Animal Inventory**

- Verify inventory included
- Assess completeness (numbers make sense with NCI narratives, all species mentioned in report are included, etc.)
- Note unusually large facilities or unusual mixes of species (e.g. 3000 pigs; 300 dogs + 1 tiger)

**Information which should NOT be on the Inspection Report**

- No licensee names in body of report
- No addresses of animal facilities or inappropriately detailed building descriptions
- No confidential business information
- No proprietary scientific information

If any errors are noted by the non-Supervisor reviewer, the Inspection Report should be referred to the Supervisor. Supervisors will contact the inspector to discuss the Inspection Report.