

MISTAKES ON THE INSPECTION REPORT

The inspection report must be read carefully before printing and finalizing to determine that all information and spelling are correct.

Prior to printing the final inspection report

To make the inspection report as error free as possible:

- **make sure that you are entering the inspection:**
 - ▶ **under the correct registrant**
 - ▶ **under the correct certificate number**
 - ▶ **in the correct site**
 - check that all information is entered into the database correctly, such as:
 - ▶ animal inventory
 - ▶ name and title of person signing the inspection report
 - check that all information in the narrative is correct, such as:
 - ▶ citation Section and subsections
 - ▶ regulation or standard correctly paraphrased, if applicable
 - ▶ buildings inspected
 - ▶ date of last inspection, if on inspection report
 - ▶ inventory of animals, if on inspection report
 - for repeat NCIs or NCIs with correction time remaining, check that the section/subsection is the same cited on the previous inspection(s). If the incorrect section or subsection was cited on the previous inspection, cite the correct section and subsection and add: "Cited incorrectly under (*section/subsection #*) on (*date*) inspection."
 - reread the narrative section to ensure that appropriate wording has been used to describe the problem
 - check spelling and grammar
- Note: You can type the narrative in MS Word first by following the instructions at the bottom of page 7.2.1.
- review a DRAFT copy of the inspection report with the registrant/facility representative
 - make the appropriate changes, if necessary
 - print the DRAFT copy (original or corrected) of the inspection report for a signature

Be sure to finalize the inspection report.

Major Errors

If a **major error** is noted on the inspection report after the final copy has been printed or the inspection report has been finalized, it must be corrected.

Major errors include, but are not limited to:

- wrong site
- incorrect inspection type
- incorrect citation
- direct or significant noncompliance omitted
- failure to specify a noncompliance as “direct” or “repeat”
- correction date(s) omitted
- correction date given for a repeat noncompliance

NOTE: Spelling or grammatical errors are not considered major errors.

**Correcting or
Amending the
Inspection Report**

No pen and ink changes may be made to the Inspection Report.

If a major error(s) is noted after the **final** copy has been printed or the inspection report has been **finalized AND a copy of the inspection report HAS NOT BEEN SIGNED BY the registrant/facility representative:**

- contact your SACS and the Regional Office to have the inspection report reactivated (Note: You must replicate in order for the RO to reactivate the inspection report.)
- correct the reactivated inspection report
- provide a copy of the corrected inspection report to the registrant/facility representative through the usual delivery methods

If a major error(s) is noted after the **final** copy has been printed or the inspection report has been **finalized AND a copy of the inspection report HAS BEEN SIGNED BY and GIVEN TO the registrant/facility representative:**

- notify your SACS
- enter a new inspection report into LARIS (see below)
- provide a copy of the corrected inspection report to the registrant/representative through the usual delivery methods

	<p>The new inspection report should</p> <ul style="list-style-type: none">• be dated the date that the actual inspection was conducted in “Inspection Date”• be dated at the bottom the date that the amended inspection report was:<ul style="list-style-type: none">▶ “Prepared” by you, and▶ signed by or sent to the registrant<p>Note: These dates do not have to be the same.</p>• correct the major mistake for which the amended inspection report is being generated• cite the noncompliances that were correct on the incorrect report. NOTE: These citations must be identical to the citation on the incorrect report.• contain the statement at the end of the narrative: “This is an amended report correcting inspection report (<i>cust id, insp id, site id</i>) by (<i>insert correction</i>).” <p>Examples of corrections are:</p> <ul style="list-style-type: none">▶ correcting the site number from 001 to 002▶ correcting date of the inspection▶ changing the Section of the Veterinary Care citation from 2.40 to 2.33
<p>Mistakes Noted by the Regional Office</p>	<p>If the Regional Office discovers a mistake on an inspection report:</p> <ol style="list-style-type: none">1. the inspection report will be emailed to the inspector and the SACS2. the inspector must correct the inspection report following the procedure outlined above3. the inspector must deliver the amended inspection report to the licensee in person or send by certified, return receipt mail within 2 weeks

