

Directive

9100.2

May 1, 1997

PREINSPECTION PLANT VISITS

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1. PURPOSE

This directive transmits the Federal Grain Inspection Service (FGIS) policy regarding preinspection visits of facilities requesting or planning to request FGIS service under the Agricultural Marketing Act of 1946, as amended.

2. REPLACEMENT HIGHLIGHTS

This directive supersedes FGIS Program Directive 910.2, dated 7-10-90. This directive is updated to reflect organizational changes, new numbering system, and new format but does not revise policy.

3. GENERAL INFORMATION

Government contracts for products assigned to FGIS often require official inspection at origin. Field office managers (FOM's) and cooperator managers must determine in advance of inspection services the sanitary condition of the plant, number of inspection personnel required, location and safety of the inspection point within the plant, and any other equipment or operational needs to promote efficient and effective service.

4. PLANT VISITS

- a. FOM's or cooperator managers shall arrange to have inspection personnel visit all plants that:
 - (1) Are "new" insofar as our services are concerned;
 - (2) Have not been visited or had inspection service within the last 3 months;
 - (3) May have been renovated or otherwise altered significantly since the last inspection; and
 - (4) Are planning to produce a significantly different type of product than the type they normally produce.
- b. During these visits official personnel shall:
 - (1) Determine the capability of the plant to produce a sound, wholesome product of consistent quality and quantity (e.g., conduct a sanitation inspection, determine the plant's quality control points, etc.);
 - (2) Establish or maintain contact with appropriate plant personnel so that good relations and communications may be effected;
 - (3) Determine the most efficient, reliable, and economical means of conducting official inspection services;
 - (4) Ensure that the plant understands the contractual requirements; and
 - (5) Ensure that the plant understands FGIS procedures (i.e., inspection, request for service, billing, subsequent inspections, etc.).

- c. If it is impractical to visit a plant prior to performing inspection services, FOM's or cooperator managers shall contact the appropriate plant personnel by telephone to determine as much of the above information as possible. In this situation, visit the plant as soon as possible after inspection begins.
- d. Unresolved differences or difficulties should be reported to the Office of the Director for assistance.