



**SPECIALTY CROPS INSPECTION DIVISION
SUPERVISORY REVIEW CHECKLIST**

NAME OF EMPLOYEE:	GRADE:	DATE:

SECTION I: ON-SITE OBSERVATION

Commodities Inspected During Review:	Notesheet/Score Sheet/Tally Sheet/Certificate Completed During Review:						
Conforms?	Yes	No	N/A	Conforms?	Yes	No	N/A
Applicant Information				Request/Start/Completed Times			
Equipment/Supplies (available and in good condition)				Equipment/Certificate Accountability			
Lot Identification Properly Verified				Thermometer/Temperature Procedures			
PLI/Assigned Stamp Procedures				Sampling Procedures (appropriate unit, number, etc.)			
Defect Identification and Scoring				Grade Accuracy (correct grade assigned/statement)			
Math Accuracy				Tolerances/Applications/Allowances (verbal testing)			
Remarks/Additional Information				Efficient Use of Time			
Legibility of Notesheet/Score Sheet/Tally Sheet/Certificate				Thoroughness of Notesheet/Score Sheet/Tally Sheet/Certificate			
Fees Charged				Sanitation Tour Procedures			
Checkloading and/or Case Stamping				Sanitation Documentation Complete			
Required Safety Equipment (available and in use)				Adherence to GMPs			
Instructions/Standards (utilized/accessed correctly)				Following Safety Instructions and Signage			
Employee Appearance/Uniform Wear				Microscopic Analysis Accuracy			

SECTION II: DOCUMENTATION REVIEW

Type of document reviewed (Notesheet, Score Sheet, Tally Sheet, Certificate), including form number (e.g., FV-300, FV-301)	How many of each document type were reviewed?						
Conforms?	Yes	No	N/A	Conforms?	Yes	No	N/A
Applicant Information				Request/Start/Completed Times			
PLI/Assigned Stamp Procedures				Sampling Procedures (appropriate unit, number, etc.)			
Defect Identification and Scoring				Grade (correct grade assigned and stated)			
Manual Percentage Calculation (Math Accuracy)				Tolerances/Applications/Allowances (verbal testing)			
Remarks/Additional Information				Efficient Use of Time			
Legibility of Notesheet/Score Sheet/Tally Sheet/Certificate				Thoroughness of Notesheet/Score Sheet/Tally Sheet/Certificate			
Fees Charged				Proper Lot Separation			
Certificate of Sampling				Date of Pack			
Condition of Container				Listed Number of Cases			
Codes Recorded				Version of Score Sheet/Tally Sheet			
Procedures of Correcting Errors				Label Attached and Marks Recorded			
Compliance with Specification Documentation				Documentation of Contract/PO Number			
Quality Factors Correct and Columns Totaled				Average Grade Score Documentation			
Reason Listed for Failing Required Grade (Processed)				Cooked Samples of Frozen Product			
Inspector's Name Printed and Signed				Score Sheet/Tally Sheet Dated			
Foreign Material Evaluations							

SPECIALTY CROPS INSPECTION DIVISION SUPERVISORY REVIEW CHECKLIST CONT.

NAME OF EMPLOYEE:	GRADE:	DATE:

SECTION III: REMARKS/CORRECTIVE ACTIONS

REVIEWER'S NAME AND TITLE	REVIEWER'S SIGNATURE	DATE
SUPERVISOR'S NAME (IF NOT THE REVIEWER)	SUPERVISOR'S SIGNATURE (IF NOT THE REVIEWER)	DATE
EMPLOYEE'S SIGNATURE		DATE