

Appendix C.2

Instructions for Reporting CVM Contract Audits in FACTS

Audits of contract inspections are reported as investigation operations, **operation code 13**. The PAC for CVM contract audits is **71R843**.

Please follow the instructions listed here.

1. Select **Investigation Operation**
2. Select **Stand Alone Investigation**
3. At the **Maintain Investigations** screen, data must be entered in the fields listed here.
 - **Accomplishing District**
 - **Start Date**
 - **Investigation Basis** –select **Surveillance**
 - **PAC** – select **71R843**
 - **Reason for Investigation** – enter the applicable descriptions listed here:

For BSE only inspections:

BSE Contract Audit

For Animal Food establishment inspections:

Animal Food Establishment Contract Audit

NOTE: The instructions above do not apply to joint inspections conducted for purposes other than auditing a contract inspection. Joint inspections conducted for purposes other than auditing, such as compliance/enforcement and training, should continue to be reported as an inspection under operation code 12, and against the appropriate PAC and compliance program. Only one coversheet should be prepared per inspection with both FDA and state time recorded for joint inspection purposes.