

Requirements:	Supplied By:	Inspected Only:
Signed and dated HACCP plan(s) and records available to Inspector	Plant	X
Signed and dated SSOP plan and records available to Inspector	Plant	X
Signed and dated Recall Plan	Plant	X
Inspection office space (Desk, chair, file cabinet with hasp)	Plant	X
Processing rooms impervious to moisture, sanitary, isolated	Plant	
Adequate lighting	Plant	
Boundary plot plan (Inspected areas of facility, bait stations)	Plant	
Letter from management on any non-potable water sources	Plant	
Inedible barrels are identified (if applicable)	Plant	
Approved label design	Plant – LDAF HQ	X
Sewage letter	Plant - Parish Health Unit	
Municipal water source - Letter of potability	Plant - Parish Health Unit	
Well water source - Test for fecal coliforms every 6 months	Plant - Parish Health Unit	
Pest control program summary	Plant or Pest Control Co.	X
180 degree water or chemical sanitation	Plant or Sanitation Contractor	
HACCP plan initial validation documents/Cooler correlation (13 days)	Plant - Processing Authority	X
Denaturant available and used properly (If applicable)	Plant - Equip./Chem. Supplier	
Inspection Service Responsibilities:		
Civil rights poster displayed in inspection office	Inspector	
Completed Risk Management Rating Sheet (copy sent to BRHQ)	Inspector	
Plant Risk Assessment Rating	Inspector	
Sound meter chart in inspection file	Inspector	
Shipping Inedible Letter	Inspector request to Vet Services	
Current Plant Profile (Hours of operation)	Inspector - Plant	
Headquarters Responsibilities:		
Permit and Grant of Inspection	LDAF HQ	
Final label approval(s)	LDAF HQ	X
Assign establishment number	LDAF HQ	
Create TASK page and Monthly Recap	LDAF HQ	