

Requirements:		Supplied By:	Inspected Only:
<input type="checkbox"/>	Processing rooms impervious to moisture, sanitary, isolated	Plant	
<input type="checkbox"/>	Adequate lighting, drainage, ventilation	Plant	
<input type="checkbox"/>	Clean, nonporous equipment and utensils	Plant	
<input type="checkbox"/>	Employee aprons/coats, hair restraints or other PPE	Plant	
<input type="checkbox"/>	Boundary plot plan (Inspected areas of facility, bait stations)	Plant	
<input type="checkbox"/>	Letter from management on any non-potable water sources	Plant	
<input type="checkbox"/>	Inedible barrels are identified (if applicable)	Plant	
<input type="checkbox"/>	180°F water on demand or chemical sanitation	Plant or Sanitation Contractor	
<input type="checkbox"/>	Approved label design	Plant - LDAF HQ	X
<input type="checkbox"/>	Inspection office space (Desk, chair, file cabinet with hasp)	Plant	X
<input type="checkbox"/>	Signed and dated HACCP plan(s) and records available to Inspector	Plant	X
<input type="checkbox"/>	Signed and dated SSOP plan and records available to Inspector	Plant	X
<input type="checkbox"/>	Signed and dated Recall Plan	Plant	X
<input type="checkbox"/>	Pest control program summary	Plant or Pest Control Co.	X
<input type="checkbox"/>	HACCP plan initial validation documents/Cooler correlation (13 days)	Plant - Processing Authority	X
<input type="checkbox"/>	Denaturant available and used properly (If applicable)	Plant - Equip./Chem. Supplier	
<input type="checkbox"/>	Sewage/Wastewater letter - Domestic and Processing	Plant - Parish Health Unit & LDAF Soil and Water Div.	
Inspection Service Responsibilities:			
<input type="checkbox"/>	Civil rights poster displayed in inspection office	Inspector	
<input type="checkbox"/>	Completed Risk Management Rating Sheet (copy sent to BRHQ)	Inspector	
<input type="checkbox"/>	Plant Risk Assessment Rating	Inspector	
<input type="checkbox"/>	Sound meter chart in inspection file	Inspector	
<input type="checkbox"/>	Shipping Inedible Letter	Inspector request to Vet Services	
<input type="checkbox"/>	Current Plant Profile (Hours of operation)	Inspector - Plant	
Headquarters Responsibilities:			
<input type="checkbox"/>	Permit and Grant of Inspection	LDAF HQ	
<input type="checkbox"/>	Final label approval(s)	LDAF HQ	X
<input type="checkbox"/>	Assign establishment number	LDAF HQ	
<input type="checkbox"/>	Create TASK page and Monthly Recap	LDAF HQ	X