

Master FSIS NR Writing



NR Content Checklist

Block 5: Personnel Notified

- Is there a name entered
- Does the name entered in this block match the name entered in the text in Block 10?

Block 6: Relevant Regulation(s)

- Is the regulation cited relevant to the described noncompliance?
- Are all the regulations the plant fails to meet while performing this inspection procedure entered?

Block 6a: Linked NR(s)

- Was the NR linked to a previous NR by listing the previous NR with a similar noncompliance with the same root cause?

Block 8: Inspection Type

- Does the inspection type of the procedure match the noncompliance?

Block 9: Verification Activity

- Was the correct activity type checkbox selected (*Review & Observation*, *Record Keeping*, or *Both*) to describe the method used to discover the noncompliance?
- If affected product was discovered, is information included in section 9a?
- If a Retain/Reject tag was used, is the information included in section 9b?

Block 10: Description of the Noncompliance

- Are the exact conditions described so the noncompliance can be understood?
- Is the time the noncompliance occurred included either as a descriptive event (Ex: at preop) or as the exact time (Ex: 0600)?
- Is the exact location described adequately so the place could be located again?
- Is the effect on product described? (Note: when product is adulterated/contaminated the amount, time frame of the production, lot, code date, or similar identification should be included.)
- Were establishment personnel notified?
- Is any regulatory control actions taken documented or if a RCA was not required is that reflected in a supportable manner in the description?
- If a record review was pertinent to the noncompliance, were documents reviewed and the findings from this review included in the description with procedures, plans, and/or records clearly identified?

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Associations *If the NR is not associated to any other NRs, boxes 10-9 through 10-12 should be marked NA.*

- Is the association written to include the last NR only and include the date the most recent NR was issued?
- Is the description and documentation included to show that these previous actions were ineffective or not implemented?
- Is there information documenting that this developing trend has been discussed with establishment management, stating when it was discussed and with whom?

Block 12: Signature of Inspection Program Employee

- Is the NR signed by the CSI/IIC?

Block 13: Appeal Status

- If the NR is currently under appeal, has the status of the appeal been listed?

Block 14: Plant Management Response (Immediate Action(s))

- Have the corrective actions (and if required further planned actions/preventive measures) proffered and/or taken by the establishment been documented? (Note: If plant management elects not to respond in writing, the CSI/IIC should document the oral response given and actions taken by the plant.)
- Do the corrective actions provided satisfy all regulatory requirements?

Block 15: Plant Management Response (Further planned action(s))

- Do the corrective actions and if there is a regulatory requirement for an action to prevent the recurrence meet regulatory requirements? (Note: If plant management elects not to respond in writing, the CSI/IIC should document the oral response given and actions taken by the plant.)

Block 18 & 19: Verification Signature of Inspection Program Employee and Date

- Does the information from all other sections support the fact that the establishment has brought itself in to compliance with the regulatory requirements and having been verified is signed by the CSI/IIC?
- Is the verification date provided?