

Modified Inspection Practices Tip Sheet: Document Review			
Inspection Action	Details	Additional Considerations	
Please contact the CAP if assistance is needed 800-323-4040			
Remote Document Review	Document Review	Utilize Document Review Tool	Optional template provided by the CAP (see Modified Inspection Toolkit on CAP website)
		Identify questions or areas of concern	Note on Document Review Tool (optional template provided in toolkit on CAP website)
			Discuss with identified contact from inspection site
		Notify laboratory of deficiencies as they are identified	Discuss with identified contact from inspection site
		Record any deficiencies on inspection summation report (ISR) pages	Each reviewer documents findings and signs the ISR pages
		Corrected on-site?	Allow inspection site to submit additional documents for review prior to completion of on-site inspection
			Review additional documents (electronically or on-site)
			If responses are sufficient mark the deficiency on the ISR as "corrected on-site"
			Discuss with identified contact from inspection site
		Discuss findings with team	Compile all ISR pages to bring to on-site inspection
Identify additional documents needed to be reviewed on-site			
Determine impact to duration and team size			
Finalize day of inspection plans	Refer to Inspection Planning section		