

# The 12 Steps to Acquiring an AIB Audit/Inspection

## PREPARATION

- 1** Contact: AIB International, Audit Services at 1-800-633-5137 or +1-785-537-4750 or visit us on the web at [www.aibonline.org](http://www.aibonline.org)
- 2** Obtain necessary business materials:
  - New business application form
  - Consolidated Standard specific to your operation
  - Checklist of documents needed for the inspection
- 3** Read through the supplied materials before applying. Call a Regional Director (800-633-5137 or 785-537-4750) for answers to any technical questions you may have.
- 4** Return the application form when you are ready for your AIB inspection. Two options available:
  - Scored Inspection
  - Training Inspection
- 5** After entering your information into our customer database, an inspector is assigned to work in your facility.
- 6** The inspector schedules your facility's inspection.
- 7** If your inspection is announced you will be notified 4 to 6 weeks ahead. You must confirm to hold the date. It can take up to 60 days to reschedule if you decline. Regarding unannounced audits/inspections, facilities will only be informed as to which quarter the inspection will be completed.

## THE INSPECTION

- 8** The inspector arrives at approximately 8 a.m. each day of the inspection for announced and unannounced inspections. You can arrange earlier or later times with the inspector.
- 9** The inspector will explain how the inspection will be structured, then the inspection will commence. Most GMP inspections will take two days to complete.
- 10** The inspector will leave a rating and a summary of the audit findings. In some cases a draft report may be left.

## FOLLOW-UP

- 11** AIB issues the final report and numerical score. A Recognition of Achievement document is also sent if applicable. Allow 10 days for the final report to be sent.
- 12** Re-inspections may be scheduled 30 days after the initial inspection.