**Inspections and PAM Audits**

**Work Instructions: Create an Inspection or PAM Audit**

Click IACUC provides the ability to schedule and track different types of Inspections such as semiannual facility inspections and Post-Approval Monitoring (PAM) Audits of investigators, protocols, and procedures. All Inspection types follow the same workflow involving two states – Pending Inspection and Inspection Complete. Upon creation, an Inspection is in the Pending Inspection state and remains in that state until the Inspection is completed.

Inspection officers and PAM coordinators create Inspections and PAM Audits (routine, for cause, or follow-up audits) in the Click IACUC system. For facility inspections, the *Inspection Officer* selects *Committee Members* to do the inspection (for PAM Audits the inspector is the *PAM Coordinator*, which appears by default on the form). When the Inspection or PAM Audit is actually created in the system, the system sends e-mail notifications to the inspectors informing them of their assignments. If a due date was entered for the inspection or PAM audit, the inspection or PAM audit is added to the inspection calendar for tracking. Assigned inspectors also get a reminder notification prior to the due date.

*Inspection Officers*, *PAM Coordinators*, and assigned inspectors can edit Inspections in the Pending Inspection state. IACUC staff and *Committee Members* can review inspections for their administrative office, while *Institutional Officials (IOs)* and *Veterinarians* can review inspections for any office.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Inspections** link.
3. Click the **Create Inspection** button.
4. Complete the **SmartForms**, paying special attention to the fields listed below.

**Note:** *Required fields are marked with an asterisk (\*).*

**Inspection Information**

* + **Question 2 - Select inspection type**Select from the following – Semiannual Facility Inspection, PAM Audit (this selection adds another page to the SmartForm), New Location, or Other.
	+ **Question 6 - Select inspectors**Click the Add button to select *IACUC Committee Members* to perform the Inspection, and then click OK. For facility inspections, if the facility houses USDA-covered species, then two *Inspectors* are required. If not, then only one *Inspector* is required.
	+ **Question 10 - SUNY Campus**Select your campus.

**PAM Audit**

* **Question 1 - Select audit type**Select from the following – Routine, For Cause, or Follow-up.
* **Question 2 - Select protocols to be audited**Click the Add button to select from the list of approved protocols, and then click OK.
1. Complete the **SmartForms** and click **Finish**. The **Inspection** is saved and ***Inspectors*** are notified via e-mail of the inspection assignment and date. The **Inspection** is also added to the **Inspection Calendar**.

**Work Instructions: Complete an Inspection or PAM Audit**

If you are assigned to do an Inspection or PAM Audit, you will receive an e-mail notification with a link to the Inspection. If you no longer have the e-mail, you can find the inspection using the instructions below.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Inspections** link.
3. Open the **Inspection by clicking on its Name.**

 **To record inspection findings:**

* Click **Record Findings.**
* Complete the **SmartForm**, and then click **OK**.

 **To complete an inspection:**

* Click **Complete Inspection**.
* Select the **Meeting** on whose agenda this completed **Inspection** will appear.
* Include a brief summary of your **Findings**, and attach any relevant **Inspection Documents**.
* Click **OK**.

**Work Instructions: Track and Manage Inspections**

If an Inspection is created that includes an Inspection Date, it is added to the Inspection Calendar. Each Inspection Type is represented by a different color on the Calendar for easy identification. The Inspection Name is a link to that inspection’s workspace. Use the calendar to see scheduled Inspections and adjust Inspection Dates as necessary.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Inspections** link.
3. Click the **Calendar** tab.

**Note:** *To change an inspection date, click the Inspection Name and then click Edit Inspection on the left.*