

GENERAL INFORMATION TEST RECORD

EDIT CHECKS

(Test Procedure GI - Form FDA 3071)

Verify that:

1. All applicable items are completed.
2. The complete name and address of the facility is entered with the proper two-letter State code and five-digit zip code.
3. The proper codes for the "Accomplishing Agency," "Accomplishing District," and "FDA Region" have been entered in the appropriate spaces on the form.
4. If the purpose of the survey is coded 'R,' 'C,' or 'A,' the previous FTR number(s) are listed if appropriate.
5. If the purpose of the survey is coded 'I,' no previous FTR number(s) are listed.
6. Assembler report numbers have been entered regardless of the purpose of the survey.
7. All questions relating to system maintenance have been answered.
8. The serial numbers for the MDH and the Digaphot are entered in the appropriate spaces.
9. The "Forms Attached" section accounts for all test records completed under this field test serial number and that all forms are indeed attached.
10. The "Assembler Data" is completed.
11. The regional reviewer has entered the four letter code and unique ID for the x-ray control in the appropriate spaces.
12. The regional reviewer has entered the appropriate assembler code in accordance with current policy.