

Explanations:

1. **Farmer's name & code:** indicate farmer's name and code as set up by the project. If the project has not set up proper codes, the inspector may set up other abbreviation as appropriate.
2. **Date:** indicate date of the inspection.
3. **Inspection method:** indicate one of the following inspection methods used for each farmer:
 - Normal inspection* is 100% inspection because of large farm and a narrative report for that farm is used, or 100% inspection for the project without ICS is used.
 - Sampling inspection* is inspection of sampled farms by using project's documents of the concerned farm as a guideline for evaluation.
 - File check* is checking from documentation or farmer's files only. No actual farm visit and form used. The purpose is to check the documentation system of the project.
 - Site visit* is a visit of a specific field without checking further information because it is not included in the list of sampling. No form is filled but the visit should be recorded.
4. **Fields visited:** indicate which fields were visited.
5. **Recommendations & conditions for farm certification:** indicate recommendations and conditions for farm certification. Any violation of the standards must be clearly indicated here. **Evaluation of the ICS and recommendations:** compare the result of inspection to the internal inspection and approval of the project and evaluate the effectiveness of the ICS if the ICS for this case is OK or not.
6. **Certified?:** In inspector's opinion, if the farm is being managed according to organic standards and could be certified, indicate with "3". If the farm should not be certified, indicate with "7". If the inspector thinks the information is insufficient or special conditions are needed, indicate with "?".
7. **Follow up:** if the inspector thinks the farmer (farm) should be visited again on next inspections (maybe because of suspicion of spraying or to check the effectiveness of the ICS), please indicate with "3".

