

# JOB DESCRIPTION

**TITLE:** Inspector

**SUPERVISED BY:** Certification Director

**SUPERVISES:** N/A

**REVIEWED BY:** Certification Director



November 2021

## **RESPONSIBILITIES:**

Inspectors ensure that farmers and handlers comply with USDA National Organic Program regulations. The inspector schedules the on-site inspection for initial certification, annual inspections for continuing certification, and any additional inspections that may be necessary. An authorized representative who is knowledgeable about the operation must be present for the inspection. The inspection must be conducted when all land, facilities and activities that demonstrate compliance can be observed.

The inspector's role is to observe and verify that the organic practices in the operation's OSP are being implemented as described. Inspectors are the connecting link between the operation and the Certification Program. The individual conducting the inspection will not make a certification decision regarding an operation that they have inspected during the preceding 12-month period. Additionally, for producer files outside the regular inspection schedule, inspector may perform unannounced inspections as needed. This is a contract position.

The Inspector is responsible for inspection and document review related to all aspects of the operation:

- Visiting all fields, production areas and facilities included in the OSP
- Identifying practices, materials, or production processes that are not in compliance with the NOP Regulations.
- Communicating areas of non-compliance to the operator and the Certification Program.
- Completion of all inspection forms associated with the inspection, and returning the operation's file with the completed inspection report to the Certification office within 14 days of the inspection visit.
- Generate status reports on scheduled inspections with notes on difficult producers.
- Accompany apprentice inspectors.

## **QUALIFICATIONS**

Inspectors are required to complete the Basic Farm, Basic Livestock and /or Basic Processor Training Program offered by the Independent Organic Inspectors Association (IOIA). Novice inspectors are then required to accompany an experienced inspector on 3 inspection visits, one as an observer and two where they perform active inspection and write reports. This is required prior to conducting solo inspections for the Certification Program. All Inspectors are expected to periodically update their training. Additional qualifications include:

- Bachelor's degree in a related field, 1-3 or more years experience in certification.
- Strong grasp of National Organic Program certification standards.
- Investigatory skills to uncover if an operation has complied with government regulations
- Excellent organizational skills and attention to detail. Good writing and communication skills.
- Able to respond decisively, accurately, confidently, and courteously to client inquiries.
- Willing to work occasional irregular hours and travel as needed.