



# CAGBA Inspection Coordinator's Guidelines

*If you would like to coordinate an inspection at an event or schedule a farm inspection, contact your Regional Director BEFORE planning the event.*

*If you coordinate an inspection, you are responsible for following these guidelines.*

## Before the Inspection

<b>Applications</b>	<ul style="list-style-type: none"> <li>• Notify your Regional Director of your interest in conducting a registry inspection event.</li> <li>• Post a notice on the Colored Angora Goat YahooGroup with the time, date, location and other details of the inspection event. The inspection will be open to other CAGBA members able to attend unless there are unusual circumstances. Discuss with your Regional Director if you feel the event should not be open to other CAGBA members.</li> <li>• If your event allows adequate time, contact the Newsletter editor to announce the event in the Mohair Connection.</li> <li>• Inspection applications should be sent directly to the Inspection Coordinator unless the coordinator instructs you to bring your application to the event.</li> <li>• 2-3 weeks prior to the event, post a reminder to the Colored Angora Goat YahooGroup about the inspection schedule. Be prepared for lots of last minute questions and interest.</li> </ul>
<b>Contact Inspectors</b>	<p>Schedule at least four inspectors. Current inspectors are listed in the Breeders Directory on the CAGBA website. (designated by an asterisk. *)</p> <p>Inspectors are not allowed to inspect goats they own or have bred. It is preferable that inspectors not inspect goats of close associates. You will need information about the breeder and owner of the goats scheduled for inspection for you to know if the attending inspectors are eligible to inspect each goat.</p>
<b>Forms</b>	<p>All forms are available on the CAGBA website at : <a href="http://www.cagba.org/forms.htm">www.cagba.org/forms.htm</a> and in the CAGBA inspection manual.</p> <p>You will need the following forms:</p> <ul style="list-style-type: none"> <li>• Inspection Cards - You will need at least three per animal. Your Regional Director may be able to send copies. If you need to make copies, make adequate copies to allow for extra animals, etc. Keep your receipts and send it with a completed reimbursement form to the treasurer for reimbursement.</li> <li>• Inspection Applications - Many animals will likely arrive for inspection when you were not notified of their participation. Keep extra forms on hand for this purpose.</li> <li>• Coordinator's Results Sheet - The final results will be sent to the Registrar with the application sheet, inspection cards and owner payments.</li> </ul>
<b>Things to provide</b>	<ul style="list-style-type: none"> <li>• Clipboards or something for the inspectors to write on while inspecting goats.</li> <li>• Inspection Cards—make adequate copies.</li> <li>• Inspection Applications</li> <li>• Adequate pen space for animals to be contained awaiting inspection.</li> <li>• Masking tape to number goats (on the pen or on the goat's horn) to maintain anonymity.</li> <li>• Wipes to allow inspectors to clean their hands between goats.</li> <li>• Plenty of ink pens</li> <li>• Coordinator's Result Sheet</li> </ul>

## At the Inspection

<b>Paperwork</b>	<b>Review the applications to confirm they are complete and payment is included. Animals should not be inspected without completed applications and payment.</b>
<b>Goats</b>	<ul style="list-style-type: none"> <li>• Number the holding pens and/or each goat. Wrap a piece of masking tape around a horn and write a unique number on each. Goats should be numbered 1, 2, etc to correspond with the Coordinator's Result Sheet.</li> <li>• Have the goats brought to the holding pens.</li> </ul>
<b>More Paperwork...</b>	<ul style="list-style-type: none"> <li>• Confirm each goat to ensure the ear tag/tattoo matches the application. <b>Animals must have a permanent form of ID to be inspected, registered or recorded.</b></li> <li>• Note the pen/goat number noted on the masking tape on each goat's application and on the Coordinator's Result Sheet.</li> </ul>
<b>Inspecting the Goats</b>	<ul style="list-style-type: none"> <li>• After inspecting the goat ID, recording the ID on the individual Applications and the Coordinator's Result Sheet, assign at least 3 inspectors to each animal. The Application shows the owner and breeder name. Do not assign the animals owner or breeder to inspect a given animal.</li> <li>• If an inspector says they are not comfortable inspecting a given animal, assign a different inspector.</li> <li>• Trainee inspectors should be instructed to place a "T" on each of their Inspection Cards. Trainees should be IN ADDITION TO three inspectors and not in lieu of seasoned inspectors.</li> <li>• Each inspector can be given a number to correspond with the number on the Coordinator's Result Sheet but this is not necessary.</li> <li>• Remind the inspectors:             <ul style="list-style-type: none"> <li>⇒ To note the Goat's Inspection ID number on top of each form.</li> <li>⇒ To check each trait, total the columns and to sign and date the forms at the completion of each goat's inspection.</li> <li>⇒ Ask the inspectors to tip each goat only once at the end of the inspection to check reproductive traits and belly coverage.</li> <li>⇒ To use the sanitary hand-wipes between goats, particularly after checking the goat's mouth.</li> </ul> </li> </ul>
<b>More Paperwork....</b>	<ul style="list-style-type: none"> <li>• When the inspectors turn in their inspection cards, review the forms to ensure that all traits were checked, columns totaled and the forms are signed and dated.</li> <li>• Make sure all Trainees are marked with "T".</li> </ul>

## After the Inspection

<b>Finishing the Paperwork</b>	Complete the Coordinator's Result Sheet and make a copy.
<b>Mail the Results Within 30 days of the inspection date</b>	<p>Send the following documents to the Registrar within 30 days of the inspection:</p> <ul style="list-style-type: none"><li>• Inspection Application for each goat.</li><li>• At least 3 Inspection Cards for each goat, not including Trainee inspection cards.</li><li>• Completed Coordinator's Result Sheet showing final inspection recommendations.</li><li>• Payment for each goat, made payable to <b>CAGBA</b>.</li></ul> <p><b>Mail documents and payment to:</b></p> <p><b>John Savage, accuRegister</b> <b>1039 State Route 168</b> <b>Darlington, PA 16115</b></p> <p>Copies required for the inspection process can be reimbursed. Send your receipts to CAGBA Treasurer located on the CAGBA website or a current edition of the Colored Mohair Connection.</p>

## Job Done!

Thanks for your support of CAGBA and your fellow CAGBA members.

- Goats do not need a record number prior to inspection.
- If the goat does not pass inspection, the Registrar will assign a record number and provide the owner with a record paper.
- If the goat passes inspection, the Registrar will assign a registration number and registration papers will be sent to the owner.
- Photos are not required for inspection. Photos are no longer taken to document the inspection process.