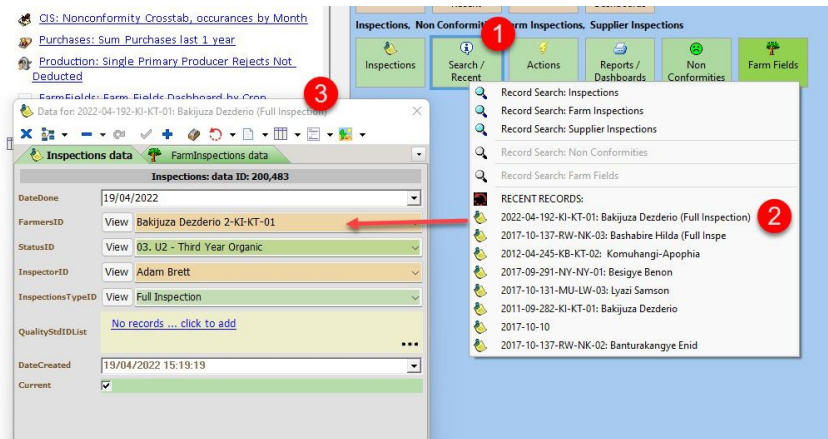


The Inspections, Non-Conformities and Farm-Fields Entities



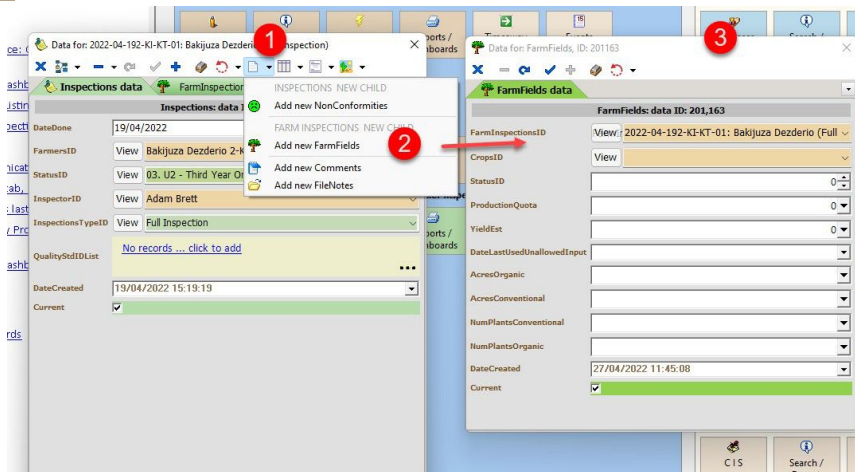
Accessing an Inspection Record

1. To open an individual Inspections record, find the "Inspections" Entity, and click on the "Search / Recent" icon.
2. If the record has been opened recently, click on the one you want to open on the list. If it has not been opened recently, click on one of the "Record Search: ..." options at the top of the menu. This will open a list of all records to select from.
3. The Inspections Edit-Form will open. The main fields of the Inspections data-table can be seen above. To edit Farm-Inspections data, click on the "FarmInspections" tab, shown in green above.

Farm Inspections Edit-Form

1. Enter the "FarmFileNumber." This number refers to the paper file in which the detailed paper inspection

1. is stored.
2. The Crops the farmer grows can be entered here.
3. Other important data relating to the inspection can be stored in these key-fields.



Adding Farm-Fields data to a Farmer-Inspection

For some inspections it may be necessary to add details of all of the farmer's fields. To do this, for each farm-field:

1. Click on the "Add New Child Data" icon in the toolbar.
2. Click on "Add new FarmFields"
3. The Farm-Fields Edit Form will open with a new record inserted, and an automatic link created to the Inspections record.

The user can then enter data for Crop, field size, yield estimate etc.

NOTES:

Data about Non-Conformities can be added in the same way, just click "Add new NonConformities" in step 2., above.

Some processing of products bought by FON may be done at secondary sites run by other suppliers. This is why FONSys includes a "Supplier-Inspection" Entity as well as a Farmer-Inspection Entity. This allows FON to keep track of quality issues for the processing steps which occur outside of the factory, at Suppliers who run fruit drying businesses.

Why are we collecting this data?

1. To be internationally certified to safely export food products customers require management systems which can guarantee quality. Inspection visits allow FON to check farmers are meeting these standards. Recording these visits verifies that this process is taking place.
2. Some farmers and suppliers will make mistakes, and do things they should not do. FON should not ignore this when it happens. These mistakes and bad actions should be recorded as nonconformities so that staff can keep track of them, and undertake corrective actions. This allows FON to maintain a positive improvement strategy.