UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

1030.2 | 4/22/85

DOCUMENTATION OF PROCESSING AND COMBINATION ASSIGNMENTS

I. PURPOSE

This directive introduces the Processing Complexity Guide, defines its use, and outlines the procedures for reviewing and documenting processing and combination assignments based on its application.

II. CANCELLATION

This directive supersedes all previous guides and instructions. All regional forms are obsolete, their use is to be discontinued, and they are to be destroyed.

III. REASON FOR ISSUANCE

To clarify what products, operations, processes, and inspection concerns reflect each complexity category and to establish uniform review and reporting procedures for processing complexity determinations.

IV. REFERENCES

FSIS Directive 1010.2, Circuit Maintenance Guidelines.

V. FORMS AND ABBREVIATIONS

The following will be used in their shortened form in this directive:

MPIO	Meat and Poultry Inspection Operations
FSIS Form 1030-2	Establishment Complexity Profile
FSIS Form 1030-3	Assignment Profile
Form MP-462	Establishment Workload and Assignment Computation
Form MP-490	Assignment Record

VI. POLICY

A. The Processing Complexity Guide will be the only standard used to delineate complexity categories in processed food inspection. The nature of work assignments and level of responsibility are the two factors that are to

be evaluated in determining the grade level of all food inspector positions. An important aspect of work assignments and level of responsibility involving processed food inspection is the complexity of product and product lines.

B. The complexity of an assignment is determined by assigning the percentage of **time** spent by the inspector monitoring operations and processes in each of the complexity categories (simple, medium, and complex). The volume of processed products is not a determinant of complexity; the time spent in the inspection activity is most critical in terms of using acquired knowledges and skills.

VII. DEFINITIONS

A. **Complexity Category.** One of three categories into which operations/processes are divided, based upon the knowledge, skills, and abilities (KSA's) required to perform proper regulatory inspection. The three complexity categories are simple, medium, and complex.

B. **Simultaneous.** The manufacturing of different products and/or formulations at the same time, up to and including stuffing, if applicable. Following are three examples.

1. Three or more cooked and/or smoked sausage formulas could include one formula being manufactured in the kitchen, another different formula waiting to be stuffed, and another different formula being stuffed.

2. Three or more formulations of cure could include preparing a cure in the curing cellar, injecting turkey thighs with another different cure, and pumping hams with a cure different from the other two.

3. Two or more acidified products could include preparing pickled, pig feet and pickled sausage with different pickle formulations.

NOTES: A pickle formulation for hams cannot be counted under acidified products but may be counted under curing. The curing ingredients that go into a sausage formulation cannot be counted under curing in addition to sausage formulation, as this would result in double counting.

SPECIAL NOTE FOR SAUSAGE: Different formulations of the same sausage type products may, in some instances, be counted as being manufactured simultaneously. These products include, but are not limited to: dry and semi-dry sausage **with** handling statement, luncheon meat, cotto salami, chopped ham, meat or poultry specific and non-specific loaves, poultry rolls, cooked formulated turkey breast products, thuringer, meat or poultry franks and bologna, vienna sausage, and cooked bratwurst. Sausage type products that cannot be counted include, but are not limited to: cooked patties (all), fresh sausage, cured sausage, breakfast sausage, and Italian sausage.

C. **70/30 Concept.** The variation of meat ingredients as cited in subsection 317.2f(1)(v) of the Meat Inspection Regulations. Such variations

cannot be counted as new or different formulations when counting the number of formulations to determine complexity of operations/processes.

D. **Combination Plant.** An establishment that has both slaughtering and processing operations.

E. **Combination Assignment.** An assignment that has responsibilities for both slaughtering and processing operations, in the same plant or in different plants.

VIII. PROCESSING COMPLEXITY GUIDE (ATTACHMENT 1)

The Processing Complexity Guide has been developed to enhance nation-wide uniformity at all organizational levels in measuring, reporting, and analysing the many varied operations and processes associated with the inspection of processed meat and poultry products. The format of this Guide is different from the previous one. For each complexity category, the information is divided into operations/processes, inspection concerns, and a **partial** listing of products. Some operations or processes may be listed under more than one category based on ingredients, number of simultaneous formulations, or source of components (outside or same plant). **EXAMPLE:** Meat and poultry patties without extenders are simple, while meat and poultry patties with extenders are medium.

IX. DOCUMENTATION

FSIS Form 1030-2 (Attachment 2) and FSIS Form 1030-3 (Attachment 3) were developed so that a single uniform method of documenting complexity and assignment percent of time is used nation-wide.

X. RESPONSIBILITIES

A. **The Circuit Supervisor.**

1. Evaluating annually (or more frequently if significant changes occur) each operation/process in processing and combination plants to determine the complexity level of the processing operations.

2. Initiating FSIS Form 1030-2 for each establishment and FSIS Form 1030-3 for each assignment and forwarding both to the area office.

B. **The Area Supervisor.**

1. Assuring that FSIS Form 1030-2 and FSIS Form 1030-3 are completed in accordance with this directive.

2. Reviewing the accuracy of information provided by the circuit supervisor thru periodic on-site visits.

3. Recommending the complexity level and percent of time for all processing/combination assignments by signing FSIS Form 1030-3.

4. Consulting with appropriate employee representatives, as necessary.

5. Correlating the interpretation and application of the Processing Complexity Guide with circuit supervisors.

C. **The Regional Workforce Analysis Unit.**

1. Reviewing all FSIS Forms 1030-2 and FSIS Forms 1030-3 for accuracy and completeness.

2. Recommending approval or disapproval of the identified complexity levels and percent of time determinations.

3. Maintaining information relating to establishment and assignment profiles.

4. Conducting on-site verification visits of assignments.

5. Conducting periodic correlation workshops with circuit and area supervisors to discuss uniform understanding and application of the Processing Complexity Guide.

D. **The Regional Director.**

1. Approving or disapproving the complexity levels and percent of time determinations for affected positions by signing the FSIS Form 1030-3.

2. Assuring that guidance and staff support is provided to lower level management officials with the goal of maintaining a uniform interpretation and application of the Processing Complexity Guide.

E. **The Assistant Deputy Administrator, Regional Operations, MPIO.**

1. Approving all additions, deletions, or changes to the Processing Complexity Guide.

2. Assuring that guidance and staff support is provided to regional officials on the interpretations and application of the Processing Complexity Guide.

F. **Resource Management and Analysis Staff.**

1. Maintaining this directive.

2. Responding to inquiries requiring national guidance.

3. Conducting an ongoing evaluation of the interpretation and application of this directive

G. **Personnel Operations Branch, Minneapolis, MN.** Providing classification assistance to regional officials.

XI. MAKING COMPLEXITY DETERMINATIONS

A. **General.**

1. Each plant that has any processing operations/processes is to have **one** FSIS Form 1030-2, regardless of the size of the plant or the number of shifts. However, there may be more than one page to the form for a single plant.

2. When assessing complexity and percent of time on the FSIS Form 1030-3, consider all assignments as 100 percent, even though the assignment may be more or less than 100 percent by work measurement. In this way, every assignment can be assessed to a neutral standard (100 percent) rather than to varying standards. External travel should not be included in the 100 percent. For patrol assignments, the total assignment would be considered as 100 percent, and the percentages for the individual plants would be the proportionate share of the entire assignment. **EXAMPLE:**

An assignment has two establishments with workloads of 30 percent (Est. A) and 120 percent (Est. B) for a total, workload of 150 percent. Converting these figures to a 100 percent basis results in a 20 percent (30/150) workload for Est. A and an 80 percent (120/150) workload for Est. B.

B. **Circuit Supervisor.** Prepare FSIS Form 1030-2 (Attachment 2) and FSIS Form 1030-3 (Attachment 3) and forward to area office. **NOTE:** Keep one copy of the FSIS Form 1030-2 as the establishment's copy.

C. **Area Office.**

1. **FSIS Form 1030-2.**

a. Review for accuracy and completeness.

b. Retain the area office copy for filing in the files. Forward the "Regional Office" copy to the Workforce in the Regional Office. **NOTE:** Information from columns A, B, Form 1030-2 will be needed for completion of block 13.D. of MP establishment Analysis Unit and D of FSIS Form 490.

2. **FSIS Form 1030-3.**

a. Prepare as prescribed in Attachment 3. **EXCEPTION:** If the "no changes" block was checked on the FSIS Form 1030-3's Assignment Data Section, the area supervisor may sign and date the FSIS Form 1030-3 and forward it to the regional office without completing circled entry steps 8 through 14 in Attachment 3.

b. Keep the file copy for reference. Forward the remaining copies to the Workforce Analysis Unit-at the regional office.

D. **Regional Workforce Analysis Unit.**

1. Review both forms for accuracy and completeness by analyzing them in relationship to this directive and all appropriate work measurement documentation.

2. Resolve all discrepancies and determine the appropriateness of all information including SJ number and grade.

3. Recommend approval or disapproval of the FSIS Form 1030-3 to the Regional Director.

4. Attach the regional office copy of the FSIS Form 1030-3 to the file copy of the appropriate Form MP 490. Keep the previous FSIS Form 1030-3 (in addition to the current one) if the current FSIS Form 1030-3 is a partially completed one.

5. Distribute copies of the FSIS Form 1030-3 as indicated on the copies.

6. Update circuit listings to reflect changes in FSIS Forms 1030-2 and 1030-3, and distribute according to FSIS Directive 1010.2.

Deputy Administrator
Meat and Poultry Inspection Operations

Attachments

1 Processing Complexity Guide
2 FSIS Form 1030-2, Establishment Complexity Profile
3 FSIS Form 1030-3, Assignment Profile

PROCESSING COMPLEXITY GUIDE

COMPLEXITY CATEGORY

-SIMPLE-

I. Operations/Processes

Assembly of products only (unless specifically listed elsewhere)
Boneless meat reinspection
Boning and grinding
Breaking, cutting
Casings
Chipping, cubing, cutlets, dicing
Cooked meat and poultry **without** formulation (open kettle, char-broil, braise)
Crackling, skin popping
Denaturing, tanking
Freezing
Ice glazing parts
Labeling and packaging **only**
Meat and poultry patties (**without** extender)
Poultry cut-up (RTC)
Portion control
Rendering/refining (**edible** animal fats/unfiltered lard; no anti-oxidents)
Rendering (**inedible** all)
Sandwiches (meat components bought from sources outside the plant)
Shipping, receiving
Slicing
Smoking for appearance and flavor only (no formulation involved -usually resmoking of products bought from sources outside the plant)
Tenderizing (mechanical other than massaging)
Veal and calf skinning

II. Inspection Concerns

Compliance with fat requirements
Labeling
Net weight
Proper use of approved denaturants
Species or part identification
Temperatures
Total count of pieces or servings

III. This Range of Complexity Could Include the Following Products:

Ground beef
Popped skins
Steaks, chops, poultry parts

COMPLEXITY-CATEGORY

-MEDIUM-

I. **Operations/Processes**

Acidified products (one formula)
Basting
Batter, breading
Canning (processed for pasteurization)
Canning (not thermally processed), pickled products in jars and where the can serves primarily as a package or container.
Certification - Freezing, heating, drying
Cooked and/or smoked sausage (formulae other than the 70/30 concept and private labels). **One or two formulations being produced simultaneously.**
Cooked meat and poultry with formulation (e.g., barbequing, frying, etc.)
Curing (One or two formulas used simultaneously)
Dinners, entrees (meat components bought from sources outside the plant)
Dough-covered or wrapped product
Dry and semi-dried sausage with handling statement
Exports
Freeze drying Injecting
Marinating
Meat and poultry patties (with extenders and other ingredients)
Meat and poultry pies (meat components bought from sources outside the plant)
Mechanical deboning (meat and poultry)
Pizza (meat components bought from sources outside the plant)
Pizza topping
Pumping
Rendering/refining (anti-oxidents used)
Rolls, loaves, luncheon meats
Salads, soups, gravy, sauce
Sandwiches (meat components manufactured in same plant)
Tenderizing (with solutions, massaging)

II. **Inspection Concerns:**

Concerns cited in the "simple" category plus the following:
Additives restricted by regulation (e.g., nitrates and nitrites, phosphates)
Breadings
Cereals
Colorings, flavorings
Cooking temperatures
Fillers and extenders

Label and formula show a variety of ingredients which must be properly listed on the label and arranged in the descending order of predominance.
Meeting product standards
Percentage of meat requirement
pH control
Trichina control Yield determinations

This Range of Complexity Could Include the Following Products:

BBQ
Bacon bits
Canned hams (perishable)
Chili
Cooked and/or smoked pork products
Cooked meats (roast beef, cooked corned beef)
Cooked patties (all)
Corn dogs
Cured beef or pork (e.g., corned beef, pork bellies)
Cured sausage
Cured, water-added pork products
Filtered lard
Frankfurters
Fresh sausage
Fried chicken
Frozen dinners (also see complex)
Jellied products
Jerky
Knishes
Luncheon meats (e.g., cotto salami, chopped ham, specific and non-specific loaves)
Margarine
Meat and poultry pies (also see complex)
Meat loaf
Partially defatted (species) fatty tissue
Partially defatted chopped (species)
Pigs-in-a-blanket
Pickled products (pigs feet, sausage, tongue)
Pizza (also see complex)
Poultry rolls
Salads
Scrapple
Shortening
Souse
Turkey ham
Turnovers
Uncooked, smoked sausage

COMPLEXITY-CATEGORY

-COMPLEX-

I . **Operations/Processes**

Acidified products **(2 or more formulae are used simultaneously)**
Canning - (Thermally processed in hermetically sealed containers which includes retortable pouches.)
Cooked and/or smoked sausages (formulae other than the 70/30 concept and private labels). **A total of 3 or more formulations being produced simultaneously.**
Curing - **(3 or more formulae used simultaneously).** Includes curing meat and/or injecting/massaging of poultry with restricted ingredient(s).
Dinners, entrees (meat components manufactured in same plant)
Dry and semi-dried sausage without handling statement
Gourmet foods - represents a complex formulation of several ingredients (e.g., Burrito)
Imports
Meat and poultry pies (meat components manufactured in same plant)
Pet foods (processed in hermetically sealed containers)
Pizza (meat components manufactured in same plant)

II. **Inspection Concerns:**

Concerns cited in "simple" and "medium" categories plus the following:
Complicated formulation of several ingredients
Complicated methods of preparation
Components cover a wide range of non-animal protein foods
Products include a combination of meat or poultry with additional vegetables, sauces, spaghetti, or other pasta.
Same ingredients are used in several components of the finished product.

III. **This Range of Complexity Could Include the Following Products:**

Burrito
Chicken kiev
Dry and semi-dry, fermented sausage
Enchilada
Frozen dinners (also see medium)
Meat and Poultry pies (also see medium)
Meat/poultry baby foods
Pizza (also see medium)
Tamales
Thermally processed canned soups, stews, chili, hams, etc.
Veal parmigiana

PREPARATION OF FSIS FORM 1030-2, ESTABLISHMENT COMPLEXITY PROFILE

Circuit Supervisor.

ation. Type or print legibly all entries. Complete the entire form.

) Self explanatory.

) List each operation/process in column (A).

) For each operation/process listed in column (A), enter a more detailed description in column (B), if appropriate. EXAMPLE: "with extenders"; without formulation"; "no anti-oxidents"; "without handling statement"; "2 formulae used simultaneously"; "other than 70/30 concept."

) For each operation/process listed in column (A) or described in column (B), enter the products produced in column (C). If the list of products is extensive, list the predominate products and enter, in parentheses, the total number of products produced; e.g., (Total of 12).

) For each operation/process listed in column (A) or described in column (B), enter the complexity (S, M, or C) in column (D) and the shift in column (E).

) For each operation/process listed in column (A) or described in column (B), enter an assignment number in column (F) . All assignments at an establishment that have processing responsibility are to be sequentially numbered starting with the number 01. Do not start renumbering for a second shift. (The assignments do not have to be placed in numerical order.)

) Sign and date the form.

ution. Retain the "Plant" copy for the establishment's files. Forward the remaining copies of the shment Complexity Profile form to the Area Office.

)ffice

) Review for accuracy and completeness.

) Retain the "Area Office" copy for filing in the establishment files. Forward the "Regional Office" copy to the Workforce Analysis Unit in the Regional Office. NOTE: Information from columns A, B, and D of FSIS Form 1030-2 will be needed for completion of block 13.D. of MP Form 490.

ESTABLISHMENT COMPLEXITY PROFILE

ESTABLISHMENT NO. (1): 19902
ESTABLISHMENT NAME (1): Samuel's International Meats
PAGE (1) OF: 1 (1) 1
REGION/AREA/CIRCUIT NUMBER (1): 1-15-41
CITY/STATE (1): Washington, DC

(2) OPERATION/PROCESS (A)	(3) ADDITIONAL INFORMATION FROM PROCESSING COMPLEXITY GUIDE (B)	PRODUCTS PRODUCED (C)	COMPLEXITY CATEGORY (S, M, or C) (D)	SHIFT (E)	ASSIGNMENT NO. (F)
Boning and grinding		Ground Beef (4)	(5) S	(5) 1	(6) 1
Boneless meat reinspection		Boneless Beef	S	1	1
Dicing		Stew Meat	S	1	1
Portion Control		Steaks/Chops Poultry Parts	S	1	2
Freezing		Steaks/Chops	S	1	2
Shipping, Receiving		All Products	S	1	1
Tenderizing	Mechanical	Steaks	S	1	2
Tenderizing	Massaging	Hams	M	1	2
Meat Patties	without extenders	Hamburger Patties	S	1	2
Meat Patties	with extenders	Beef Patties	M	1	2
Exports		All Products	M	1	2
Cooked Sausage	2 formulations simultaneously	Beef Franks Beef Bologna	M	1	2

SIGNATURE OF CIRCUIT SUPERVISOR (1)

DATE

FSIS FORM 1030-2 (12/84)

USDA-FSIS

PREPARATION OF FSIS FORM 1030-3, ASSIGNMENT PROFILE

PREPARATION OF FSIS FORM 1030-3 BY CIRCUIT SUPERVISOR

1. Type or print legibly all required entries. Complete only the portions shown.

Self-explanatory.

Check the appropriate block to indicate whether the information on the form is for:

(1) Old Assignment with no changes,

(2) Old Assignment with revisions, or

(3) New Assignment.

Enter the establishment number(s) of each plant on the assignment in column (A).

List the establishment name, including TQC notation, if applicable, in column (B). Enter the assignment number f
Establishment Complexity Profile form, in parenthes, after the establishment name. See Attachment 2, circled en
information on assignment numbers.

Enter the workload for each plant in columns (C), (D), and (E). The figure in column (E) should be the same as th
the 490 or other work measurement documentation. Make no entry in column (I).

For each individual plant in an assignment, determine the amount of time that the assigned inspector is required
monitoring each processing complexity category and slaughter category, if applicable. The figures for each plant
add up to 100 percent. Enter these figures under the appropriate categories in column (J).

Sign on the first "prepared by" line and enter your title and the date.

1. Forward all copies to the Area Office.

U. S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
MEAT AND POULTRY INSPECTION OPERATIONS

ASSIGNMENT PROFILE

PREPARED BY: (1) | TITLE | DATE
PREPARED BY: | TITLE | DATE

REGION/AREA/CIRCUIT NO. (1) | CITY/STATE (1) | SHIFT (1) | SJ NO. (1) | GRADE (1) | ASSIGNMENT DATA (2) ☐No changes ☐Revisions ☐New

(3) ESTABLISHMENT NO.(S) (A)	(4) ESTABLISHMENT NAME (B)	IF TQC (✓)	WORKLOAD BY PLANT (5) SLAU % WD (C)	PROC % WD (D)	TOTAL % WD (E)	100% BASIS (I)	PLANT (6) (J) % TIME SPENT ON EACH CATEGORY SLAU	S	M	C	Total	ASSIGNMENT (K) % TIME SPENT ON EACH CATEGORY SLAU	S	M	C	Total
19901/ P19901	Dominion Foods (1)		25	35	60		42	29	29	-	100					
19902	Samuel International Meats (2)		-	40	40		-	50	50	-	100					
P19903	Wing Packing Co. (1)		-	40	40		-	90	5	5	100					
19904	Arnie and Sal's Meat Market (1)		-	10	10		-	100	-	-	100					
											100					
											100					
											100					
											100					
											100					
											100					
											100					
(F) INPLANT WORKLOAD (%) FOR THE ASSIGNMENT					TOTAL	TOTAL 100						TOTAL	TOTAL	TOTAL	TOTAL	TOTAL 100
(G) EXTERNAL TRAVEL (%)																
(H) TOTAL WORKLOAD (%) FOR THE ASSIGNMENT																

SIGNATURE OF AREA SUPERVISOR | DATE | SIGNATURE OF REGIONAL DIRECTOR | DATE

NOTE: Information taken from MP-490, MP-462, or other work measurement documentation must be current before it is to be used.

CIRCUIT SUPERVISOR
(A), (B) Self explanatory
(C), (D) From appropriate work measurement documentation for each plant.
(E) Add (C) + (D).
(J) Determine the percentage of the inplant time spent monitoring each category. In this column, line total must be 100%.

AREA SUPERVISOR
(F) Work load sub-total for the assignment.
(G) Travel allowance for the assignment.
(H) Work load total for the assignment.
(I) [(E)/(F)]*100. This column must total 100%.
(K) Multiply (I) by each category in (J) and divide by 100. The result is the percentage of the total assignment time spent monitoring each category. In this column, line total must be same as the line figure in column (I). Assignment total must be 100%.

FSIS FORM 1030-3 (12/84)

PREPARATION OF FSIS FORM 1030-3 BY AREA OFFICE

1

Total the workload figures in column (E) and enter the result at (F). In some instances, the result entered in (F) v agree with the Maximum Assignment Workload percentage (Block 17) on the MP-490.

Enter external travel at (G).

Add (F) and (G); enter result at (H).

Convert each plant's workload to a 100 percent basis. Divide each workload in column (E) by the total workload multiply by 100. Enter the result in column (I). The figures in column (I) must add up to 100 percent.

For each plant, multiply each of the figures in column (J) by the figure in column (I) and divide by 100. Enter the under the appropriate category in column (K).

Each line total in column (K) should be the same as the figure in column (I).

Total the figures for each category in column (K). The total inplant workload for the entire assignment (exclusive external travel) should add up to 100 percent.

The person completing the form (in most instances, the program assistant) is to sign on the second "prepared by enter their title and the date.

The Area Supervisor is to sign and date the form. NOTE: If "no changes" has been checked in the Assignment Section of the Assignment Profile form, the Area Supervisor may sign and date the form and forward to the Work Analysis Unit without completion of steps a. thru g.

1. Retain the "File" copy for reference purposes. Forward the remaining copies of the Assignment Profile form Analysis Unit in the regional office. (If a new 490 is required, submit the 490 at the same time.)

U. S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
MEAT AND POULTRY INSPECTION OPERATIONS

ASSIGNMENT PROFILE

PREPARED BY: | TITLE | DATE

PREPARED BY: (15) | TITLE | DATE

REGION/AREA/CIRCUIT NO. | CITY/STATE | SHIFT | SJ NO. | GRADE | ASSIGNMENT DATA ☐ No changes ☐ Revisions ☐ New

ESTABLISHMENT NO.(S) (A)	ESTABLISHMENT NAME (B)	IF TQC (✓)	WORKLOAD BY PLANT SLAU % WD (C)	PROC % WD (D)	TOTAL % WD (E)	100% BASIS (I) (11)	PLANT (J) % TIME SPENT ON EACH CATEGORY SLAU	S	M	C	Total	ASSIGNMENT (K) % TIME SPENT ON EACH CATEGORY SLAU	S	M	C	Total
19901/ P19901	Dominion Foods (1)		25	35	60	40	42	29	29	-	100	17 (12)	11 (12)	12 (12)	- (12)	40 (13)
19902	Samuel's International Meats (2)		-	40	40	27	-	50	50	-	100	-	13	14	-	27
P19903	Wing Packing Co. (1)		-	40	40	27	-	90	5	5	100	-	24	1	2	27
19904	Arnie and Sal's Meat Market (1)		-	10	10	6	-	100	-	-	100	-	6	-	-	6
											100					
											100					
											100					
											100					
											100					
											100	(14)	(14)	(14)	(14)	(14)
(8) (F) INPLANT WORKLOAD (%) FOR THE ASSIGNMENT					TOTAL 150	TOTAL 100						TOTAL 17	TOTAL 54	TOTAL 27	TOTAL 2	TOTAL 100
(9) (G) EXTERNAL TRAVEL (%)					30											
(10) (H) TOTAL WORKLOAD (%) FOR THE ASSIGNMENT					180											

SIGNATURE OF AREA SUPERVISOR (16) | DATE | SIGNATURE OF REGIONAL DIRECTOR | DATE

NOTE: Information taken from MP-490, MP-462, or other work measurement documentation must be current before it is to be used.

CIRCUIT SUPERVISOR
- (A), (B) Self explanatory
- (C), (D) From appropriate work measurement documentation for each plant.
- (E) Add (C) + (D).
- (J) Determine the percentage of the inplant time spent monitoring each category. In this column, line total must be 100%.

AREA SUPERVISOR
- (F) Work load sub-total for the assignment.
- (G) Travel allowance for the assignment.
- (H) Work load total for the assignment.
- (I) [(E)/(F)]*100. This column must total 100%.
- (K) Multiply (I) by each category in (J) and divide by 100. The result is the percentage of the total assignment time spent monitoring each category. In this column, line total must be same as the line figure in column (I). Assignment total must be 100%.

FSIS FORM 1030-3 (12/84)