

Subj: **Reminder regarding the protocol for scheduling UPCS Inspections**  
Date: 9/20/2007 1:33:06 P.M. Eastern Daylight Time  
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Recently Inspector Administration has received a number of complaints regarding the scheduling of inspections. All inspections are to be scheduled on dates that have been **mutually agreed upon** by the inspector **and** the POA and/or their representative. In addition, scheduled inspections must be confirmed in writing to the POA and/or their representative.

Please be advised, coercion or making demands on POAs for specific dates and/or times to conduct their inspections is contrary to the UPCS protocol. Any such complaints received by Inspector Administration will be investigated and could result in disciplinary action for unprofessional conduct.