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|  | <h2 style="margin: 0;">MINISTRY OF COMMERCE &amp; INDUSTRY</h2> <p style="margin: 0;"><b>BUREAU OF INDUSTRY/ INSPECTORATE DIVISION</b></p> <p style="margin: 0;">Ashmun &amp; Gurley St., Monrovia, Liberia</p> <p style="margin: 0;"><b>BASIC INSPECTION PROCEDURES</b></p> <p style="margin: 0;"><i>Website: <a href="http://www.moci.gov.lr">www.moci.gov.lr</a> Facebook: <a href="https://www.facebook.com/mociliberia">www.facebook.com/mociliberia</a></i></p> <p style="margin: 0;"><i>Hotlines: 020-721-5031/020-721-5045/6624</i></p> |  |
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A General Market Inspection typically is a routine process to assess and ensure compliance to the General Business Law of Liberia. The **GMI** is started with an **Inspection Authorization Order** completed and signed by the supervisor and submitted by the Deputy Inspector General to the Inspector General for approval with concurrence of the Chair of the Senior Management Team (SMT) for the Period of the Inspection.

A General Market Inspector is expected to commit to the following:

**Internal**

- a.  Always in uniform in the prescribed Inspector Jacket and green T- shirt,
- b.  Always have your ID in Full Display
- c.  Always ensure that you have all tools and materials you need for inspection
- d.  Always submit copy of Approved Team Composition to DMA
- e.  Always have Inspection Authorization Order to present to business entity being inspected

**External**

- a.  Always present your ID to the business
- b.  Always present your Inspection Authorization Order
- c.  Inform the business entity on the inspection procedure and the time the inspection will last
- d.  Inform the business entity on what is expected from them

| # | Basic Inspection Procedures   |
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| 1 | <input type="checkbox"/> Always present your ID to the business entity officer in charge  |
| 2 | <input type="checkbox"/> Inspection Team Lead goes into entity alone to meet with business entity officer in charge   |
| 3 | <input type="checkbox"/> Present Inspection Authorization Order and Provide any Additional Information to Authorized Personnel of the Entity  |
| 4 | <input type="checkbox"/> Inform the business entity on the inspection procedure and the time the inspection will last and given them a copy of the consumer bill of rights.                                     |
| 5 | <input type="checkbox"/> Commence Inspection at the Entity to be accompany by two inspectors and one media rep.   |
| 6 | <input type="checkbox"/> Conduct Exit Conference to share initial findings with Authorized Personnel of the Entity and sign and date the two sets of inspections forms and leave one with Authorized personnel. |
| 7 | <input type="checkbox"/> Submit Inspection Team Draft Report to the Immediate Supervisor for Review   |

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| <p><b>CONFIRM INSPECTION BY CALLING HOTLINES:</b></p> | <p><b>(1) 0886-559-224 (2) 0886-516-171 (3) 0880-649-103<br/>(4) 020-721-5043 (5) 020-721 5058 (6) 6624</b></p> |
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