

MEMORANDUM OF INTERVIEW

MPID Form 1z (rev 11/19/13)

Instructions Page

1. To fill out the "TO:" block enter the following fields of information:

Name(s) of Establishment Official(s):

Establishment Name/Number:

Establishment Address:

2. To fill out the "FROM:" block enter the following field of information:

Name(s) of Inspection Personnel:

3. On entering narrative of interview, tell the story in complete detail. Stick to the facts. Include who was present, what happened, where and when the incident occurred. Be as descriptive as possible. Avoid stating opinions or including other non-factual statements. Proof read and spell check prior to submitting.

MEMORANDUM OF INTERVIEW

DATE:

TO:

FROM:

CC:

SUBJECT:
