

## **Methods and Standards for the Onsite Inspection of Foreign Establishments**

### **Article 1 (Purpose)**

The purpose of this Notice is to set forth the details required for the onsite inspection such as the methods and standards for onsite inspection of foreign establishments, etc. pursuant to Article 11, Section 4 and Article 12, Section 2 of the Special Act on Imported Food Safety Management and the Article 12, Section 5 of the Enforcement Rule thereto.

### **Article 2 (Definitions)**

The terms used in this Notice shall be defined as follows:

1. 'Base point' refers to the highest point that can be given based on the result of evaluation for each evaluation item of onsite inspection, which would be determined based on the level of risk, etc.
2. 'Point received' refers to the actual point given based on the evaluation by an inspector(s) within the range of base point for each evaluation item of the onsite inspection.

### **Article 3 (Checklist by Each Subject of Inspection, Etc.)**

- ① Checklist for the onsite inspection of foreign establishment shall be as shown in the Appendix.
- ② When it is considered as necessary for achieving the goal of an onsite inspection, the Minister of the Ministry of Food and Drug Safety may omit part of the evaluation item in accordance with Section 1.
- ③ Notwithstanding Section 1, when there is an agreement between countries regarding import health requirements, etc., the Minister of the Ministry of Food and Drug Safety may inspect additional items according to the agreement.

#### **Article 4 (Method of Evaluation)**

- ① The Minister of the Ministry of Food and Drug Safety must carry out an evaluation for each evaluation item on the checklist pursuant to Article 3 and assign points in integers. For items that need to be evaluated as 'Compliant' or 'Non-compliant', result shall be indicated as 'O (Compliant)' or 'X (Non-compliant)'.
- ② When being inspected according to the Article 3, Section 2, evaluation items that are omitted shall be exempted from being subjects of evaluation.
- ③ Even if the procedure and method of management and operation of foreign establishment do not coincide with the content in the evaluation item, if it is shown that the objective of evaluation item is achieved through equivalent or higher measures in the foreign establishment, the Minister of the Ministry of Food and Drug Safety may consider it as conforming to the evaluation item and evaluate with a method pursuant to Article 1.
- ④ When the party that installs or operates the foreign establishment in need of correction according to Article 5, Section 1 carries out the correction and takes preventive measures before the onsite inspection finishes in the corresponding country and the result is submitted through the government of the exporting country, the Minister of the Ministry of Food and Drug Safety may review the submission, and if it is determined to be reasonable, record it as 'local correction' in the relevant item and conduct a re-evaluation with a method in compliance with Article 1. However, it shall not apply to the evaluation item graded with "Non-compliant" among the items that are determined as 'Compliant' or 'Non-compliant'.

#### **Article 5 (Decision Criteria)**

- ① Based on the sum of the points received from the evaluation, the Minister of the Ministry of Food and Drug Safety will assign 'Compliant' if its converted percentage is greater than or equal to 85%, 'Correction Needed' if it is less than 85% but greater than or equal to 70%, and 'Non-compliant' if it is less than 70%.
- ② Notwithstanding Section 1, if there is at least one 'Non-compliant' in the items that are determined as 'Compliant' or 'Non-compliant', it shall be determined as 'Non-compliant'.

## **Article 6 (Measures Based on the Result of Onsite Inspection)**

① Based on the result of the onsite inspection executed for registration of foreign establishment, the Minister of Ministry of Food and Drug Safety must take measures that correspond to one of the following clauses and notify the party that installs or operates foreign establishment through the exporting country's government.

1. Registration: If decision is made as 'Compliant'.
2. Registration after Correction: If decision is made as 'Correction Needed'.
3. Non-register: If decision is made as 'Non-compliant'.

② Based on the result of an onsite inspection executed for the management of foreign establishment, the Minister of Ministry of Food and Drug Safety must take measures that correspond to one of the following Clauses and notify the party that installs or operates foreign establishment through the exporting country's government.

1. Maintain Registration: If decision is made as 'Compliant'.
2. Maintain Registration/Request Correction: If decision is made as 'Correction Needed'.
3. Suspension of Import: If decision is made as 'Non-compliant'.

## **Article 7 (Establishment of Annual Plan for Onsite Inspection)**

The Minister of the Ministry of Food and Drug Safety must establish and implement an annual plan for onsite inspection to execute the onsite inspections of foreign establishment effectively. However, this regulation is not applicable when the onsite inspection is carried out to investigate and verify information for quick hazard prevention and safety of imported livestock products.

## **Article 8 (Cost of Onsite Inspection)**

The Ministry of the Food and Drug Safety shall be responsible for the cost of an onsite inspection. However, when the onsite inspection is urgently carried out upon a request by the government of an exporting country, exporting country may bear its cost.

## **Article 9 (Collaboration)**

① The Minister of the Ministry of Food and Drug Safety may request a cooperation from the

heads of related organizations to form a group for joint onsite inspection, etc. when it is necessary for executing the onsite inspection of foreign establishment effectively.

- ② When a joint onsite inspection is carried out pursuant to Section 1, the cost shall be paid by each participating organization.

**Article 10 (Deadline of Re-evaluation)**

Beginning July 1, 2016, the Minister of the Ministry of Food and Drug Safety shall review the adequacy of this notice and take appropriate measures such as its improvement, etc. every three years (i.e., by June 30 of every third year).

**Supplementary Provision**

This notice will be effective from the date of its announcement.



[Appendix]

## Onsite Inspection Checklist for Foreign Establishment

### 1. Slaughterhouse for Mammals

#### A. General Information

<input type="radio"/> Name of slaughterhouse	
<input type="radio"/> Address	
<input type="radio"/> Owner's name	
<input type="radio"/> Manager of sanitation	<input type="radio"/> Name: <input type="radio"/> Phone No.: <input type="radio"/> E-mail:
<input type="radio"/> Date of foundation	
<input type="radio"/> Reg. No. or EST No.	
<input type="radio"/> Date of registration	
<input type="radio"/> Designated date for the establishment for export	
<input type="radio"/> Species	
<input type="radio"/> Other types of business	<input type="checkbox"/> processing, <input type="checkbox"/> storing, <input type="checkbox"/> other (    )
<input type="radio"/> Average No. of slaughters per day	<input type="radio"/> heads/species (        /        )
<input type="radio"/> No. of slaughters per hour	<input type="radio"/> heads/species (        /        )
<input type="radio"/> Daily average of slaughter capacity	<input type="radio"/> heads/species
<input type="radio"/> Area of precooling rooms	<input type="radio"/> (m <sup>2</sup> )
- One-time storage capacity	<input type="radio"/> (carcass)
<input type="radio"/> No. of inspectors for slaughter	Total:
- Government veterinarians	<input type="radio"/> From central gov.: <input type="radio"/> From regional gov.: <input type="radio"/> From a company:
- Meat inspectors	<input type="radio"/> From central gov.: <input type="radio"/> From regional gov.: <input type="radio"/> From a company:
<input type="radio"/> No. of laboratorians	
<input type="radio"/> No. of employees in the slaughterhouse	
<input type="radio"/> No. of working days per week in the slaughterhouse	
- No. of shifts per day	

- Working hours per shift	
<input type="radio"/> Countries other than S. Korea by which establishments for export are approved	
<input type="radio"/> Documents attached	Please attach a process flow chart with CCP.

## B. Checklist

Evaluation Items		Base Point	Point Received	Note
<b>1. Surrounding Environment</b>	<b>Total (Points)</b>	<b>7</b>		
①Slaughterhouse is equipped with a separation facility such as a wall, etc. so that the inside of a slaughterhouse cannot be seen from outside.		2		
②Access roads into the establishment, parking lot, and the area between the buildings of establishment are paved to limit the dust outbreak.		2		
③Environment-contaminating facilities such as a waste incineration plant, livestock farm, etc. are not found near the slaughterhouse.		3		
<b>2. Shipping and Holding Animals</b>	<b>Total (Points)</b>	<b>11</b>		
①Animal holding pens are installed in a divided section based on livestock types, and people entering and exiting entrance are controlled.		2		
②Devices such as an electronic bar that may cause harm are not used.		2		
③Animal holding pens have a lighting equipment installed with minimum intensity 110 lx, a shower facility which allows washing the body of livestock, and a water supply system for drinkable water.		3		
④Floor of animal-holding pens is water-resistant, well-drained and not slippery.		2		
⑤Washing and disinfection equipment for animal transportation vehicles are installed and operated.		2		
<b>3. Ante-mortem Inspection</b>	<b>Total (O/X)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>5</b>		
① Ante-mortem inspection is executed by official veterinarians (inspectors) or veterinarians designated by government through a proper procedure and method according to the standards for each livestock kind.		O / X		
② Animals showing an abnormal result from ante-mortem inspection comply with related procedures such as separating them and carrying out a re-test.		O / X		
③Natural or artificial lighting, with minimum intensity 220 lx is available for ante-mortem inspection.		5		
<b>4. Slaughter of Animals</b>	<b>Total (Points)</b>	<b>32</b>		
①To prevent cross-contamination between contaminated area and non-contaminated area, production line is arranged in a straight line. Or a wall, partition, or air-conditioning facility is installed.		5		
②Employees who work in the slaughter room may not move to other areas. When they necessarily move to other areas, they must take		3		

Evaluation Items	Base Point	Point Received	Note
necessary sanitary measures such as changing protective clothing, etc.			
③Slaughtering works of animals are conducted under the suspended condition, without contacting the floor.	4		
④Bleeding must be carried out by suspending the hind legs, and bleeding must be sufficiently completed.	4		
⑤Proper measures are taken to prevent cross-contamination by contaminants smeared on the surface of the animal's body (removing contaminants before slaughter, prevention of cross-contamination by hand, knife, etc that has contacted the skin during skinning, etc.)	5		
⑥Areas for cutting heads or skinning are equipped with a water supply system for hot water (at no less than 83℃) and disinfected at a regular frequency set force in the SSOP, etc.	4		
⑦Inspectors (inspection assistants) examine head according to post-mortem inspection standards.	4		
⑧Slaughter room is equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering.	3		

5. Slaughter Hall	Total (Points)	28		
①Entrance of the production room is constructed in a way that people entering and exiting the room can be controlled and installed with an air screen device or with automatic or semi-automatic doors.	3			
②Floor of the production room is constructed with materials such as tile, concrete, etc. to make cleaning and working easy, and the floor is not slippery and well-drained.	2			
③Ventilation facility must be sufficient for ventilating bad odor, harmful gas, smoke, vapor, etc. and able to properly manage condensed water.	2			
④ The room must be equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering. (Build with a size that prevents rodents, etc. from entering.)	3			
⑤Drainage system is constructed as an underdrain system fitted with traps (U traps) so as to prevent the backflow of odor.	2			
⑥Proper measures must be taken to the lighting equipment to prevent contamination by the fall of broken pieces in case of breakage.	2			
⑦Production room must be equipped with natural or artificial lighting with minimum intensity 220 lx (more than 540 lx is recommended for inspection stations) to make working and inspection easy.	5			

Evaluation Items	Base Point	Point Received	Note
⑧Cleaning with vapor is recommended for final cleaning of carcasses, and in case of using water, standards for water pressure and cleaning time are set and complied.	5		
⑨Machines and instruments that contact carcasses directly are easy to clean and sanitize and made with corrosion-resistant materials.	4		

6. Good Hygiene Practices for Dissection of Carcass	Total (Points)	23		
①Indoor temperature for production room is recommended to be within 15°C. Location for checking temperature shall be where final cleaning of carcasses took place. And it may be different if the final cleaning is done through a vapor cleaning.		3		
②Production line is equipped with a water supply system for hot water (at no less than 83 °C) at regular distances, and knives used for dissection and inspection are disinfected frequently or at a regular frequency defined in the SSOP, etc.		4		
③ Carcasses which have completed the final cleaning must be handled in a sanitary way so as to not contact wall, floor or facility while moving.		3		
④Sterilizer or disinfectants used on livestock products including carcasses, etc. to reduce contamination by micro-organisms must be a material that is permitted to be used on food.		5		
⑤Employees working in processing of carcasses and internal organs must work in divided sections, and when they necessarily move to other areas, sanitary measures must be taken.		3		
⑥Carcasses must not be contaminated by excrements or intestinal contents during the slaughtering and handling procedures.		5		

7. Post-mortem Inspection	Total (O/X)	2		
	Total (Points)	18		
①Inspection stations for carcasses and internal organs are installed for each carcass-hanging line.		5		
②Inspection table is of a size that is convenient for at least two people to carry out the inspection, and it is installed in a place that is easy to carry out an inspection or in a way that lets the inspector control the location of inspection.		3		
③Inspection of carcasses and internal organs must be conducted directly by official veterinarians, or qualified inspectors under the supervision of official veterinarians.		O / X		
④Inspectors must examine carcasses and internal organs in accordance with the standards of post-mortem inspection.		O / X		
⑤Inspections of carcass and internal organs are conducted simultaneously for the same entity, or mutual confirmation must be		5		

Evaluation Items	Base Point	Point Received	Note
possible between the same entities through methods such as labeling, etc.			
⑥ Carcasses or internal organs that are inappropriate based on the result of the inspection are moved to a separate line or place from normal products, and based on relevant procedures, proper measures including discard, partial discard, disinfection, laboratory inspection, etc. are conducted.	5		

8. Processing of Internal Organs	Total (Points)	16		
① Processing room for internal organs is placed in a divided section inside the production room, or separately installed in the slaughterhouse, but must be connected to internal organ inspection station.		2		
② Floor of the production room is constructed with materials such as tile, concrete, etc. to make cleaning and working easy, and the floor is not slippery and well-drained.		2		
③ Entrance of the production room is constructed in a way that people entering and exiting the room can be controlled and installed with automatic or semi-automatic doors.		2		
④ Viscera processing station, carrying machine, cleaning water tank, etc. are made of corrosion-resistant material such as stainless, etc.		2		
⑤ Drainage system is made of corrosion-resistant materials such as stainless, etc. capable of operating from the above of the drainage opening, and the hole of the covering must be a size that prevents rodents, etc. from entering.		2		
⑥ Indoor temperature for production room must be maintained within 15°C.		3		
⑦ Viscera are treated in a sanitary manner to prevent from contacting walls, floors, etc.		3		

9. Storage of Carcass	Total (O/X)	1		
	Total (Points)	13		
① Walls of refrigerators and freezers are made of water-resistant and nontoxic materials and maintained clean.		3		
② Suspension facility inside refrigerators and freezers must be installed so that carcass would not touch floors, walls, or other carcass.		3		
③ I-beams of refrigerators and freezers are installed so that they would be connected to the loading board of meat transportation vehicles.		2		
④ Carcass suspended inside refrigerators and freezers must not be contaminated by excrement, and attachment of foreign materials such as grease, etc. must be minimized.		3		

Evaluation Items	Base Point	Point Received	Note
⑤Refrigerators must maintain a temperature between $-2^{\circ}\text{C}$ - $10^{\circ}\text{C}$ , and freezers must maintain a temperature no greater than $-18^{\circ}\text{C}$ . Temperatures of refrigerators and freezers must be periodically monitored, and its record must be retained.	O / X		
⑥Refrigerators and freezers must be constructed so that it is possible to check the temperature without opening the doors. And a thermometer must be installed outside so that temperatures can be checked without opening the doors. (Including cases where temperature monitoring is possible in the central controlling room)	2		
<b>10. Management of Shipment</b>	<b>Total (Points)</b>	<b>20</b>	
①Shipping room must be separated from outside, equipped with insect-control and heat control facilities, and managed in a periodic manner.	4		
②Shipping room must be constructed with concrete or a similar material to make working and cleaning easy.	2		
③Temperature of the shipping room must be maintained within $15^{\circ}\text{C}$ , and meat products must be loaded to meat transportation vehicles as immediately as possible.	4		
④Work must not be carried out with entrance doors of refrigerators and freezers opened.	2		
⑤Meat is handled and transported in a sanitary manner, and loading to shipment vehicles maintains a proper sanitary condition.	3		
⑥Refrigerators or freezers of shipment vehicles must be operated before loading the meat so that transportation can begin after a proper temperature has been maintained, and the refrigerated or frozen status must be maintained during the transportation. (Outside temperature of a given season must be considered.)	5		
<b>11. Employee Sanitation Management</b>	<b>Total (Points)</b>	<b>32</b>	
①Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition. And they must not go outside with protective clothes on.	5		
② They must take off their protective aprons and gloves when they need to go to the bathroom during the production work.	2		
③Employees must not smoke, eat, or chew a gum during the work.	2		
④Employees handling livestock products may not wear accessories such as a watch, ring, earrings, hair pins, etc.	2		
⑤ People who enter the production area must always wash their hands.	3		

Evaluation Items	Base Point	Point Received	Note
⑥ Employees must frequently wash and sanitize their hands, gloves, knives, processing table, etc. to prevent cross-contamination.	3		
⑦ Employees who have or are suspected to have an infectious disease must not be working.	5		
⑧ Employees who have externally exposed scars, lesion, etc. on the arms, etc. must not be working.	5		
⑨ All employees who handle livestock products must receive a medical examination before starting the work, and its report must be kept in file.	5		
<b>12. Other Checkpoints</b>	<b>Total (Points)</b>	<b>21</b>	
① There must be a separate dressing room adjacent to but separated from the work area, and there must be separate lockers for storing each employee's clothing, footwear, etc. which are maintained and managed in a sanitary manner.	2		
② Bathrooms must be located in a place that does not affect the work of the production room and be equipped with washing, insect-proof, and heat control facilities. Taps of water system must be installed and operated in semiautomatic or automatic ways so as to prevent contamination of the products.	2		
③ There must be written standards of usage for each equipment and disinfectant in the disinfection preparation room, and the record of warehousing and delivery of disinfectants must be maintained and managed.	2		
④ Laboratorians of the establishment's own microbiological testing lab must have completed related education and training, and the lab must be equipped with device, facility, reagent, etc. necessary for the testing.	5		
⑤ Microbiological testing for <i>Salmonella</i> spp, etc. must be carried out with random samples obtained from carcasses, and test result must be retained for at least 6 months.	4		
⑥ Effluent disposal facility that is in compliance with regulations must be installed and operated, and if purified water is used (excluding water used for cleaning the floor, etc.), it must receive a periodic test for water quality.	4		
⑦ Consumables such as collecting lamps, rodent trap, etc. must be replaced periodically and not have a problem. And the breakage, etc. must be immediately attended to.	2		
<b>13. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (O/X)</b>	<b>3</b>	
	<b>Total (Points)</b>	<b>35</b>	

Evaluation Items	Base Point	Point Received	Note	
<p>①SSOP (Sanitation Standard Operation Procedures) containing the content below must be written, retained, and operated in the slaughterhouse:</p> <ul style="list-style-type: none"> <li>- Written standards for management of establishment (maintenance, repair, and management of establishment, controlling visitor access, insect and heat control, water (underground water) management, waste and effluent disposal management, etc.)</li> <li>- Written standards for sanitation management (location, frequency, method, chemicals, and tools for cleaning; evaluation method for status of cleaning, management of employees' health, size and method of wearing for work clothes, disinfectants for disinfection tank, inspection frequency and method, handling and usage of chemicals used in the work place, etc.)</li> <li>- Written standards for management of carcass inspection</li> <li>- Written standards for management of facilities, equipment, tools, etc. such as refrigerators, freezers, etc. in the slaughterhouse</li> </ul>	<p>20</p> <p><small>*Existence of SSOPs shall be evaluated as 'Compliant' or 'Non-compliant' (O/X).</small></p>			
<p>② The business operator must complete a checklist for plant-specific SSOPs and carry out an inspection before and during the work according to a prescribed frequency and method.</p>	<p>O / X</p>			
<p>③If any deviations from the critical limits of the SSOPs are detected, proper corrective measures are instituted. Corrective measures include improvement of sanitary measures through a removal of contamination, establishment of preventive measures for recurrence, proper handling of affected products.</p>	<p>O / X</p>			
<p>④If there is any change(s) in the management standards for SSOPs, and it is necessary based on the plant-specific evaluation, SSOPs shall be amended, its history must be recorded and signed by a manager.</p>	<p>2</p>			
<p>⑤ The business operator must establish and carry out an in-plant sanitation education program for employees and retain the record of its result.</p>	<p>4</p>			
<p>⑥ The business operator must regularly carry out an education training for laboratorians and retain the record of its result.</p>	<p>4</p>			
<p>⑦If underground water other than tap water is used, water that complies with the quality standards of drinkable water must be used, and a regular water quality test must be carried out and maintain its record.</p>	<p>O / X</p>			
<p>⑧Official inspectors must periodically check whether plant-specific SSOPs are carried out, and if any violations are detected, they must immediately notify the business operator for correction or modification.</p>	<p>5</p>			
<p><b>14. HACCP</b></p>	<p><b>Total (O/X)</b></p>	<p><b>2</b></p>		
	<p><b>Total (Points)</b></p>	<p><b>54</b></p>		

Evaluation Items	Base Point	Point Received	Note
①Written HACCP management standards must include the following content and be applied to work: - Composition of the HACCP team, carcass explanation, facilities for procedures including slaughtering, treatment, processing, packaging, etc. (process chart, floor plan, air-conditioning facility, drainage system, etc.), analysis of risks, critical control points (CCP), the limits of CCPs, method for inspection (monitoring), method for improvement measures, verification method, method for maintaining the result.	20  *Existence of the HACCP PLAN shall be evaluated as 'Compliant' or 'Non-compliant' (O/X).		
② Risk analysis is properly carried out by each processing procedure, and HACCP management standards are composed based on the result of the risk analysis.	5		
③Validity test must be carried out to identify whether HACCP plan can be operated as it is intended.	5		
④Plant-specific evaluation of the HACCP plan must be carried out at least once per year and must be also carried out when there is a change in HACCP standards or an occurrence of unexpected hazard accidents.	5		
⑤When developing or amending HACCP plans, date, manager signature, amendment history, etc. must be recorded and retained.	3		
⑥Measurement equipments used for monitoring such as a thermometer, weight scale, etc. must be regularly checked and calibrated, and its record must be retained.	5		
⑦CCP must be monitored properly according to the HACCP plan, and its record must be retained.	O / X		
⑧If any deviations from the critical limits of the SSOPs are detected, proper corrective measures must be instituted, including analysis and removal of cause, CCP's normal recovery, establishing preventive measures for recurrence, and proper handling of affected products.	O / X		
⑨Monitoring manager for CCP of a corresponding procedure must be aware of corrective measures taken if any deviations from the critical limits of the SSOPs are detected.	4		
⑩Education and training on the HACCP plan must be conducted periodically for business employer and employees, and its records must be retained.	4		
⑪ Relevant authorities must regularly inspect and evaluate the state of compliance for HACCP standards in the establishment.	3		

Comprehensive Evaluation	Category	Result	Final Decision:
	Conversion Result	%	<Violation(s) or Areas In Need of Improvement>(E.g) 1. Foreign substance appearing as excrement is attached to a carcass in a

	Compliant / Non-compliant	No. of Non- compliant:	<pre> prechiller (evidence: pictures) 2. Self-inspection for sanitation management of facility, employees, etc. is nor performed before work. (Proof: copy of a self-inspection checklist for sanitation management on 2/4/2016) </pre>
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**<Decision Criteria>**

- ① **Decision (Decision for Converted Points):** Decision shall be made as 'Compliant (O)' if the percentage converted for the sum of the points for each item is greater than or equal to 85%, 'Correction Needed' if it is less than 85% but greater than or equal to 70%, and 'Non-compliant (X)' if it is less than 70%.
- ② **Decision (O/X Decision):** If there is at least one item which is evaluated as 'Non-compliant (X)', the decision shall be made as 'Non-compliant'.
- ③ **Final Decision:** If there is 'Non-compliant' in either decision for ① or ②, the final decision shall be made as 'Non-compliant'.

Date of Inspection : \_\_\_\_\_  
MM / DD / YYYY

Inspector(s)

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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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## 2. Poultry Slaughterhouse

### A. General Information

<input type="radio"/> Name of slaughterhouse	
<input type="radio"/> Address	
<input type="radio"/> Owner's name	<input type="radio"/> Name:
<input type="radio"/> Manager of sanitation	<input type="radio"/> Name: <input type="radio"/> Phone No.: <input type="radio"/> E-mail:
<input type="radio"/> Date of foundation	
<input type="radio"/> Reg. No. or EST No.	
<input type="radio"/> Date of registration	
<input type="radio"/> Designated date for the establishment for export	
<input type="radio"/> Species	
<input type="radio"/> Other types of business	<input type="checkbox"/> processing, <input type="checkbox"/> storing, <input type="checkbox"/> other (    )
<input type="radio"/> Average No. of slaughters per day	<input type="radio"/> heads/species (       /       )
<input type="radio"/> No. of slaughters per hour	<input type="radio"/> heads/species (       /       )
<input type="radio"/> Daily average of slaughter capacity	<input type="radio"/> heads/species
<input type="radio"/> Area of precooling rooms	<input type="radio"/> (m <sup>2</sup> )
<input type="radio"/> - One-time storage capacity	<input type="radio"/> (carcass)
<input type="radio"/> No. of inspectors for slaughter	Total:
<input type="radio"/> - Government veterinarians	<input type="radio"/> From central gov.: <input type="radio"/> From regional gov.: <input type="radio"/> From a company:
<input type="radio"/> - Meat inspectors	<input type="radio"/> From central gov.: <input type="radio"/> From regional gov.: <input type="radio"/> From a company:
<input type="radio"/> No. of laboratorians	
<input type="radio"/> No. of employees in the slaughterhouse	
<input type="radio"/> No. of working days per week in the slaughterhouse	
<input type="radio"/> - No. of shifts per day	
<input type="radio"/> - Working hours per shift	

<input type="radio"/> Countries other than S. Korea by which establishments for export are approved	
<input type="radio"/> Documents attached	Please attach a process flow chart with CCP.

Evaluation Items		Base Point	Point Received	Note
<b>1. Surrounding Environment</b>	<b>Total (Points)</b>	<b>7</b>		
①Slaughterhouse is equipped with a separation facility such as a wall, etc. so that the inside of a slaughterhouse cannot be seen from outside.		2		
②Access roads into the establishment, parking lot, and the area between the buildings of establishment are paved to limit the dust outbreak.		2		
③Environment-contaminating facilities such as a waste incineration plant, livestock farm, etc. are not found near the slaughterhouse.		3		
<b>2. Transportation and Holding of Animals</b>	<b>Total (Points)</b>	<b>11</b>		
①Animal holding pens are constructed with an open-type structure by connecting to the insert line of poultry.		2		
②Devices such as an electronic bar that may cause harm are not used.		2		
③Animal holding pens have a lighting equipment installed with minimum intensity 110 lx, as well as shading, air-blowing, and sprinkler facilities.		3		
④Floor of animal-holding pens is water-resistant, well-drained and not slippery.		2		
⑤Washing and disinfection equipment for animal transportation vehicles are installed and operated.		2		
<b>3. Ante-mortem Inspection</b>	<b>Total (O/X)</b>	<b>1</b>		
	<b>Total (Points)</b>	<b>10</b>		
①Inspector must carry out an inspection in animal-holding pens for each group in units of a 'lot'. And for entities showing abnormalities, inspection must be conducted for each entity in the ante-mortem inspection station.		O / X		
② The ante-mortem inspection station must be installed next to the slaughter and bleeding room, and the intensity of the lighting device must be at least 220 lx.		5		
③Animals that are decided as difficult to be provided as an edible meat because they are suspected of a disease, dead during transportation, severely damaged, etc. must not be slaughtered.		5		
<b>4. Slaughter of Animals</b>	<b>Total (Points)</b>	<b>8</b>		
①Bleeding must be carried out by cutting the carotid artery, and must be done very carefully not to cause a scar or blood congestion.		2		
②Slaughter and bleeding room must be separated from the processing room, and the work line from a bleeding table to scalding facilities of the processing room must be long enough to allow sufficient bleeding of		3		

Evaluation Items	Base Point	Point Received	Note
carcass.			
③Slaughter room is equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering.	3		

5. Slaughter Hall	Total (Points)	29		
①Entrance of the production room is constructed in a way that people entering and exiting the room can be controlled and installed with an air screen device or with automatic or semi-automatic doors.		3		
②Floor of the production room is constructed with materials such as tile, concrete, etc. to make cleaning and working easy, and the floor is not slippery and well-drained.		2		
③Ventilation facility must be sufficient for ventilating bad odor, harmful gas, smoke, vapor, etc. and able to properly manage condensed water.		2		
④ The room must be equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering. (Build with a size that prevents rodents from entering, etc.)		3		
⑤Drainage system is constructed as an underdrain system fitted with traps (U traps) so as to prevent the backflow of odor.		2		
⑥Production room must be equipped with natural or artificial lighting with minimum intensity 220 lx (more than 540 lx is recommended for inspection stations) to make working and inspection easy.		5		
⑦Proper measures must be taken to the lighting equipment to prevent contamination by the fall of broken pieces in case of breakage.		2		
⑧Processing room must be equipped with an automatic slaughtering machine to enable an integrated work, and the indoor temperature must be maintained within 15°C.		2		
⑨ Plucking facility must be equipped with a conveyor type, movable, or an automatic plucking machine.		2		
⑩ Evisceration facility must be equipped with a conveyor type viscera carrying machine or a work station with adequate water supply system.		2		
⑪Machines and instruments that contact carcasses directly must be easy to clean and sanitize and made with corrosion-resistant materials.		4		

<b>6. Good Hygiene Practices for Dissection of Carcass</b>	<b>Total (O/X)</b>	<b>1</b>		
	<b>Total (Points)</b>	<b>33</b>		

Evaluation Items	Base Point	Point Received	Note
① Employees working in livestock slaughtering and processing of carcass and internal organs must work in divided sections, and when they necessarily move to other areas, sanitary measures must be taken.	3		
② Scalding water must maintain a temperature that is sufficient so as not to boil the meat, and it must maintain a clean condition by supplying new water at a regular basis.	4		
③ Poultry must be cooled to a temperature no greater than 5°C within a specified time, and in case of being packaged, this temperature must be maintained until it is packaged. * South Korea, less than or equal to 1.8 kg, 4 hours; less than 3.6 kg, 6 hours; greater than or equal to 3.6 kg, 8 hours.	5		
④ Cooling facility must be installed with cold air, water, or ice water chilling type equipment, and the temperature must not exceed 15°C.	5		
⑤ Water from the cooling tub must comply with the standards of drinking water and must be clean without any floating matter. When chlorine is used, standards of usage must be followed.	5		
⑥ Sterilizer or disinfectants used on livestock products including carcass, etc. to reduce contamination by micro-organisms must be a material that is permitted to be used on food.	O / X		
⑦ Livestock products must be handled and transported in a sanitary way so as not to contact wall, floor or facility while moving.	2		
⑧ Production line is equipped with a water supply system for hot water (at no less than 83°C) at regular distances, and knives used for dissection of carcass and the post-mortem inspection are disinfected frequently or at a regular basis defined in the SSOP, etc.	4		
⑨ Carcass must not be contaminated by excrements or intestinal contents during the slaughtering and handling procedures.	5		

<b>7. Post-mortem Inspection</b>	<b>Total (O/X)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>14</b>		
① Carcass inspection table must be installed for each evisceration line.	5			
② Operation speed of the slaughtering machine where inspection table is located must maintain a speed that is appropriate for inspection. (Recommended to be within 2,500 animals per hour)	4			
③ Inspection of carcasses and internal organs must be conducted directly by official veterinarians, or qualified inspectors under the supervision of official veterinarians.	O / X			
④ Inspectors must examine carcasses and internal organs in accordance with the standards of post-mortem inspection.	O / X			

Evaluation Items	Base Point	Point Received	Note
⑤ Carcasses or internal organs that are inappropriate based on the result of the inspection are moved to a separate line or place from normal products, and based on relevant procedures, proper measures including discard, partial discard, disinfection, laboratory inspection, etc. are conducted.	5		
<b>8. Processing of Internal Organs</b>	<b>Total (Points)</b>	<b>16</b>	
①Viscera processing room must be constructed with a sufficient size, and a viscera processing station must be installed.	2		
②Floor of the production room is constructed with materials such as tile, concrete, etc. to make cleaning and working easy, and the floor is not slippery and well-drained.	2		
③Entrance of the production room is constructed in a way that people entering and exiting the room can be controlled and installed with automatic or semi-automatic doors.	2		
④Viscera processing station, carrying machine, cleaning water tank, etc. are made of corrosion-resistant material such as stainless, etc.	2		
⑤Processing room must be equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering. (Build with a size that prevents rodents, etc. from entering.)	2		
⑥Indoor temperature for production room must be maintained within 15℃.	3		
⑦Viscera are treated in a sanitary manner to prevent from contacting walls, floors, etc.	3		
<b>9. Storage of Carcass</b>	<b>Total (O/X)</b>	<b>1</b>	
	<b>Total (Points)</b>	<b>5</b>	
①Walls of refrigerators and freezers are made of water-resistant and nontoxic materials and maintained clean.	3		
②Refrigerators must maintain a temperature between -2℃-5℃, and freezers must maintain a temperature no greater than -18℃. Temperatures of refrigerators and freezers must be periodically monitored, and its record must be retained.	O / X		
③Refrigerators and freezers must be constructed so that it is possible to check the temperature without opening the doors. And a thermometer must be installed outside so that temperatures can be checked without opening the doors. (Including cases where temperature monitoring is possible in the central controlling room)	2		
<b>10. Management of Shipment</b>	<b>Total (Points)</b>	<b>20</b>	

Evaluation Items	Base Point	Point Received	Note
①Shipping room must be separated from outside, equipped with insect-control and heat control facilities, and managed for a periodic manner.	4		
②Shipping room must be constructed with concrete or a similar material to make working and cleaning easy.	2		
③Temperature of the shipping room must be maintained within 15°C, and meat products must be loaded to meat transportation vehicles as immediately as possible.	4		
④Work must not be carried out with entrance doors of refrigerators and freezers opened.	2		
⑤Meat is handled and transported in a sanitary manner, and loading to shipment vehicles maintains a proper sanitary condition.	3		
⑥Refrigerators or freezers of shipment vehicles must be operated before loading the meat so that transportation can begin after maintaining a proper temperature, and the refrigerated or frozen status must be maintained during the transportation. (Outside temperature of a given season must be considered.)	5		

<b>11. Employee Sanitation Management</b>	<b>Total (Points)</b>	<b>32</b>		
①Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition. And they must not go outside with protective clothes on.	5			
② Employees must take off their protective aprons and gloves when they need to go to the bathroom during the production work.	2			
③Employees must not smoke, eat, or chew a gum during the work.	2			
④Employees handling livestock products may not wear accessories such as a watch, ring, earrings, hair pins, etc.	2			
⑤ People who enter the production area must always wash their hands.	3			
⑥ Employees must frequently wash and sanitize their hands, gloves, knives, processing table, etc. to prevent cross-contamination.	3			
⑦ Employees who have or are suspected to have an infectious disease must not be working.	5			
⑧ Employees who have externally exposed scars, lesion, etc. on the arms, etc. must not be working.	5			
⑨ All employees who handle livestock products must receive a medical examination before starting the work, and its report must be kept in file.	5			
<b>12. Other Checkpoints</b>	<b>Total (Points)</b>	<b>21</b>		

Evaluation Items	Base Point	Point Received	Note
①There must be a separate dressing room adjacent to but separated from the work area, and there must be separate lockers for storing each employee's clothing, footwear, etc. which are maintained and managed in a sanitary manner.	2		
②Bathrooms must be located in a place that does not affect the work of the production room and be equipped with washing, insect-proof, and heat control facilities. Taps of water system must be installed and operated in semiautomatic or automatic ways so as to prevent contamination of the products.	2		
③There must be written standards of usage for each equipment and disinfectant in the disinfection preparation room, and the record of warehousing and delivery of disinfectants must be maintained and managed.	2		
④Laboratorians of the establishment's own microbiological testing lab must have completed related education and training, and the lab must be equipped with device, facility, reagent, etc. necessary for the testing.	5		
⑤Microbiological testing for <i>Salmonella</i> spp, etc. must be carried out with random samples obtained from carcasses, and test result must be retained for at least 6 months.	4		
⑥Effluent disposal facility that is in compliance with regulations must be installed and operated, and if purified water is used (excluding water used for cleaning the floor, etc.), it must receive a periodic test for water quality.	4		
⑦Consumables such as collecting lamps, rodent trap, etc. must be replaced periodically and not have a problem. And the breakage, etc. must be immediately attended to.	2		

<b>13. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (Points)</b>	<b>3</b>		
	<b>Total (Points)</b>	<b>35</b>		
<p>①SSOP (Sanitation Standard Operation Procedures) containing the content below must be written, retained, and operated in the slaughterhouse:</p> <ul style="list-style-type: none"> <li>- Written standards for management of establishment (maintenance, repair, and management of establishment, controlling visitor access, insect and heat control, water (underground water) management, waste and effluent disposal management, etc.)</li> <li>- Written standards for sanitation management (location, frequency, method, chemicals, and tools for cleaning; evaluation method for status of cleaning, management of employees' health, size and method of wearing for work clothes, disinfectants for disinfection tank, inspection frequency and method, handling and usage of chemicals used in the work place, etc.)</li> <li>- Written standards for management of carcass inspection</li> <li>- Written standards for management of facilities, equipment, tools, etc. such as refrigerators, freezers, etc. in the slaughterhouse</li> </ul>	20	*Existence of SSOPs shall be evaluated as 'Compliant' or 'Non-compliant' (O/X).		

Evaluation Items	Base Point	Point Received	Note
② The business operator must complete a checklist for plant-specific SSOPs and carry out an inspection before and during the work according to a prescribed frequency and method.	O / X		
③ If any deviations from the critical limits of the SSOPs are detected, proper corrective measures are instituted. Corrective measures include improvement of sanitary measures through a removal of contamination, establishment of preventive measures for recurrence, proper handling of affected products.	O / X		
④ If there is any change(s) in the management standards for SSOPs, and it is necessary based on the plant-specific evaluation, SSOPs shall be amended, and its history must be recorded and signed by a manager.	2		
⑤ The business operator must establish and carry out an in-plant sanitation education program for employees and retain the record of its result.	4		
⑥ The business operator must regularly carry out an education training for laboratorians and retain the record of its result.	4		
⑦ If underground water other than tap water is used, water that complies with the quality standards of drinkable water must be used, and a regular water quality test must be carried out and maintain its record.	O / X		
⑧ Official inspectors must periodically check whether plant-specific SSOPs are carried out, and if any violations are detected, they must immediately notify the business operator for correction or modification.	5		

<b>14. HACCP</b>	<b>Total (Points)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>54</b>		
① Written HACCP management standards must include the following content and be applied to work: - Composition of the HACCP team, carcass explanation, facilities for procedures including slaughtering, treatment, processing, packaging, etc. (process chart, floor plan, air-conditioning facility, drainage system, etc.), analysis of risks, critical control points (CCP), the limits of CCPs, method for inspection (monitoring), method for improvement measures, verification method, method for maintaining the result	20 *Existence of the HACCP PLAN shall be evaluated as 'Compliant' or 'Non-compliant' (O/X).			
② Risk analysis is properly carried out by each processing procedure, and HACCP management standards are composed based on the result of the risk analysis.	5			
③ Validity test must be carried out to test whether HACCP plan can be operated as it is intended.	5			
④ Plant-specific evaluation of the HACCP plan must be carried out at least once per year and must be also carried out when there is a change in HACCP standards or an occurrence of unexpected hazard accidents.	5			

Evaluation Items	Base Point	Point Received	Note
⑤When developing or amending HACCP plans, date, manager signature, amendment history, etc. must be recorded and retained.	3		
⑥Measurement equipments used for monitoring such as a thermometer, weight scale, etc. must be regularly checked and calibrated, and its record must be retained.	5		
⑦CCP must be monitored properly according to the HACCP plan, and its record must be retained.	O / X		
⑧If any deviations from the critical limits of the SSOPs are detected, proper corrective measures must be instituted, including analysis and removal of cause, CCP's normal recovery, establishing preventive measures for recurrence, and proper handling of affected products.	O / X		
⑨Monitoring manager for CCP of a corresponding procedure must be aware of corrective measures taken if any deviations from the critical limits of the SSOPs are detected.	4		
⑩Education and training on the HACCP plan must be conducted periodically for business employer and employees, and its records must be retained.	4		
⑪ Relavant authorities must regularly inspect and evaluate the state of compliance for HACCP standards in the establishment.	3		

#### B. Checklist

Comprehensive Evaluation	Category	Result	Final Decision:
	Conversion Result	%	<Violation(s) or Areas In Need of Improvement>(E.g.)
	Compliant / Non-compliant	No. of Non-compliant:	1. Foreign substance appearing as excrement is attached to a carcass in a prechiller (evidence: pictures) 2. Self-inspection for sanitation management of facility, employees, etc. is nor performed before work. (Proof: copy of a self-inspection checklist for sanitation management on 2/4/2016)

#### <Decision Criteria>

- ① **Decision (Decision for Converted Points):** Decision shall be made as 'Compliant (O)' if the percentage converted for the sum of the points for each item is greater than or equal to 85%, 'Correction Needed' if it is less than 85% but greater than or equal to 70%, and 'Non-compliant (X)' if it is less than 70%.
- ② **Decision (O/X Decision):** If there is at least one item which is evaluated as 'Non-compliant (X)', the decision shall be made as 'Non-compliant'.

③ **Final Decision:** If there is 'Non-compliant' in either decision for ① or ②, the final decision shall be made as 'Non-compliant'.

Date of Inspection : \_\_\_\_\_  
MM / DD / YYYY

Inspector(s)

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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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### 3. Meat Packaging Establishment

#### A. General Information

<input type="radio"/> Name of establishment	
<input type="radio"/> Address	
<input type="radio"/> Owner's name	<input type="radio"/> Name:
<input type="radio"/> Manager of sanitation	<input type="radio"/> Name: <input type="radio"/> Phone No.: <input type="radio"/> E-mail:
<input type="radio"/> Date of foundation	
<input type="radio"/> Reg. No. or EST No.	
<input type="radio"/> Date of registration	
<input type="radio"/> Designated date for the establishment for export	
<input type="radio"/> Approved types of business	<input type="radio"/> Species:
<input type="radio"/> Approved items	<input type="radio"/> Beef, Pork, Chicken, etc.
<input type="radio"/> Total amount of meat and carcass cut per day	<input type="radio"/> (      )kg(M/T)/(      ) carcass/items
<input type="radio"/> Total amount of meat and carcass cut per hour	<input type="radio"/> (      )kg(M/T)/(      ) carcass/items
<input type="radio"/> Size and No. of cold storages (refrigerators / freezers)	<input type="radio"/> (      )m <sup>2</sup> /(      ) refrigerators <input type="radio"/> (      )m <sup>2</sup> /(      ) freezers
- Size, One-time storage capacity, and No. of refrigerators	<input type="radio"/> (      )m <sup>2</sup> /(      )kg(M/T)/(      )refrigerators
- Size, One-time storage capacity, and No. of freezers	<input type="radio"/> (      )m <sup>2</sup> /(      )kg(M/T)/(      )freezers
<input type="radio"/> Number of inspectors	<input type="radio"/> From central gov.: <input type="radio"/> From regional gov.: <input type="radio"/> From a company:
<input type="radio"/> Number of employees	
<input type="radio"/> No. of working days per week in the establishment	
- No. of shifts per day	
- Working hours per shift	

<input type="radio"/> Countries other than S. Korea to which export is approved	
<input type="radio"/> Documents attached	Please attach a process flow chart with CCP.

Evaluation Items	Base Point	Point Received	Note
<b>1. Surrounding Environment</b>	<b>Total (Points)</b>	<b>4</b>	
①Buildings of the establishment must be located at a place that is sufficiently distant from facilities that generate pollutants such as livestock husbandry effluent, chemicals, or other contaminants that can affect adversely the safety of packaging livestock products.	2		
②There must not be a bush or puddle around the building that can be inhabited by harmful insects.	2		
<b>2. Management of Raw Material</b>	<b>Total (O/X)</b>	<b>1</b>	
	<b>Total (Points)</b>	<b>14</b>	
①Inspection must be carried out when storing the raw material, and its result must be maintained.	O / X		
② The business operator must record and maintain a receipt and disbursements document related to the storing and usage of raw material.	3		
③Before using the raw material (meat), foreign materials such as soil, dirt, particles, etc. must be removed.	3		
④Raw material meat and completed products must be separately managed.	3		
⑤ Raw material meat must be refrigerated at a temperature no greater than 5℃ or frozen at a temperature no greater than -18℃.	5		
<b>3. Facility &amp; Equipment</b>	<b>Total (Points)</b>	<b>38</b>	
①Entrance of the production room must be constructed in a way that people entering and exiting the room can be controlled and installed with an air screen device or with automatic or semi-automatic doors.	3		
② Temperature-control system must be installed to keep the indoor temperature below 15℃.	5		
③ Ventilation system must be installed in the production room so as to adequately ventilate offensive odor, etc. produced in the room.	5		
④ Floor of the production room must be made of a water-proof material such as concrete and drained well.	3		
⑤Inside wall or the ceiling must be managed in a sanitary way, and the surface must be slippery so that foreign materials or dust would not adhere to them. (Check whether or not foreign materials or dusts have adhered.)	3		
⑥1.5 m of the inside wall measured from the floor must be constructed with a light-color, water-resistant material or be painted with an anti-bacterial paint to make it easy to distinguish contamination by a foreign material, etc.	2		

Evaluation Items	Base Point	Point Received	Note
⑦ Equipment which directly contacts meat must be made of a water-proof material and must be easily cleanable and possible to sterilize with hot water, steam, disinfectants, etc.	4		
⑧ Bathrooms must be located in a place that does not affect the work and be equipped with a flush toilet with a septic tank.	3		
⑨ There must be a separate dressing room adjacent to but separated from the work area, and there must be separate lockers for storing each employee's clothing, footwear, etc. which are maintained and managed in a sanitary manner.	3		
⑩ There must be written standards of usage for each disinfectant in the disinfection preparation room, and the record of warehousing and delivery of disinfectants must be maintained and managed.	3		
⑪ Effluent disposal facility that is in compliance with regulations must be installed and operated, and if purified water is used (excluding water for cleaning the floor, etc.), it must receive a periodic test for water quality.	4		

<b>4. Illuminance &amp; Lighting Equipment</b>	<b>Total (Points)</b>	<b>6</b>		
① Natural or artificial lighting, with minimum intensity 220 lx is available for raw material or meat packaging rooms.	3			
② Proper measures must be taken to the lighting equipment to prevent contamination by the fall of broken pieces in case of breakage. (Check if there is a risk of a broken lighting equipment affecting the product.)	3			

<b>5. Insect &amp; Heat Control</b>	<b>Total (Points)</b>	<b>13</b>		
① Processing room must be equipped with an insect-proof facility so as to prevent rodents, etc. from entering.	3			
② Windows that are connected with outside must be designed and built so that they can prevent harmful insects from entering, by closing the windows or by installing a screen.	3			
③ Electric insecticides must not be placed in the room where raw material and meat are packaged, so that insect fragments created by the electric impact would not contaminate the meat.	2			
④ Insecticides and rodenticides must be verified products and used and kept according to the methods indicated in their labels.	2			
⑤ Insect attraction lamp, air curtain, etc must be regularly cleaned and inspected, and they must operate normally with consumable parts replaced.	3			

<b>6. Sanitation Management &amp; Processing Standards</b>	<b>Total (O/X)</b>	<b>1</b>		
	<b>Total (Points)</b>	<b>26</b>		

Evaluation Items	Base Point	Point Received	Note
①Surface of the equipment and tools that directly touch meat before and after the processing must be cleaned to remove foreign materials such as dirt, meat residue, feather, metals, etc. or harmful materials such as detergent, etc.	4		
② Containers, equipment, and packages that are appropriate according to the specifications, etc. must be used.	5		
③ Moulded meat must be packed as quickly as possible without delay so that the internal temperature of the meat would not increase (internal temperature of the meat must be maintained as no greater than 10°C during the moulding of a raw material meat or defrosting of a frozen raw material meat.)	4		
④ No additives should be used during the packaging of meat.	O / X		
⑤ Packaging material and meat should be kept separately.	3		
⑥Meat packaging room and storage must be managed for condensed water. In particular, condensed water must not directly fall on the meat.	5		
⑦Sanitation management such as the operation of metal detectors must be carried out so that ingredient meat and products are not adulterated by foreign materials such as metals, etc., and the monitoring record must be retained.	5		

<b>7. Employee Sanitation Management</b>	<b>Total (Points)</b>	<b>32</b>		
①Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition. And they must not go outside with protective clothes on.		5		
② Employees must take off their apron and gloves when they need to go to the bathroom.		2		
③Employees must not smoke, eat, or chew a gum during the work.		2		
④Employees handling livestock products may not wear accessories such as a watch, ring, earrings, hair pins, etc.		2		
⑤ All people who enter the production room must wash their hands before entering the room.		3		
⑥ Employees must wash and sanitize their hands, gloves, aprons, knives and processing tables as frequently as necessary to prevent cross-contamination of livestock products.		3		
⑦ Employees who have or are suspected to have an infectious disease must not be working.		5		
⑧ Employees who have externally exposed scars, lesion, etc. on the arms, etc. must not be working.		5		

Evaluation Items	Base Point	Point Received	Note
⑨ All employees who handle livestock products must receive a medical examination before starting the work, and its report must be kept in file.	5		
<b>8. Management of Refrigerating and Freezing</b>	<b>Total (O/X)</b>	<b>2</b>	
	<b>Total (Points)</b>	<b>11</b>	
① Establishment must be equipped with a refrigerating or freezing storage (facility) to keep and manage ingredient and packaged meat in a sanitary manner, and the floor must not be covered by items such as a rug, etc. that can foster the growth of bacteria.	3		
② Walls of refrigerators and freezers are made of water-resistant and nontoxic material.	3		
③ Refrigerating or freezing facility must be equipped with a thermometer or an instrument that can measure the temperature, and it must be managed so that a proper temperature can be maintained.	5		
④ Refrigerators must maintain a temperature between $-2^{\circ}\text{C}$ - $10^{\circ}\text{C}$ ( $-2^{\circ}\text{C}$ - $5^{\circ}\text{C}$ for poultry), and freezers must maintain a temperature no greater than $-18^{\circ}\text{C}$ .	O / X		
⑤ Temperature of the refrigerating and freezing facilities must be monitored periodically, and its record must be retained.	O / X		
<b>9. Management of Shipment</b>	<b>Total (Points)</b>	<b>22</b>	
① Shipping room must be separated from outside and equipped with insect control and heat control facilities for a periodic management.	3		
② Shipping room must be constructed with concrete or a similar material to make working and cleaning easy.	3		
③ Temperature of the shipping room must be maintained within $15^{\circ}\text{C}$ , and meat products must be loaded to meat transportation vehicles as immediately as possible.	4		
④ Work must not be carried out with entrance doors of refrigerators and freezers opened.	2		
⑤ Meat is handled and transported in a sanitary manner, and loading to shipment vehicles maintains a proper sanitary condition.	2		
⑥ Refrigerators or freezers of shipment vehicles must be operated before loading the meat so that transportation can begin after maintaining a proper temperature, and the frozen status must be maintained during the transportation. (Outside temperature of a given season must be considered)	5		
⑦ Documents containing transactional information such as the manufacturing date, amount produced, contact for sales, amount of sales, etc. must be devised and kept in file for each unit of production (lot) for	3		

Evaluation Items	Base Point	Point Received	Note
products exported to Korea.			
<b>10. Quality Management</b>	<b>Total (Points)</b>	<b>9</b>	
①Laboratorians of the establishment's own microbiological testing lab must have completed related education and training, and the lab must be equipped with device, facility, reagent, etc. necessary for the testing.	5		
②Microbiological testing for <i>Salmonella</i> spp, etc. must be carried out with random samples obtained from carcasses, and test result must be retained for at least 6 months.	4		
<b>11. Recall Program</b>	<b>Total (Points)</b>	<b>10</b>	
①Recall program must be established and operated which specifically explains the procedure and method for recalling defective or returned products.	5		
②To investigate or verify the cause of defective products, necessary information about the corresponding facility such as the manufacturing location, date, production line, etc. must be recorded and retained for each product. And a proper verification method for the traceability of products such as indication of codes, lot management, etc. must be considered.	5		
<b>12. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (O/X)</b>	<b>3</b>	
	<b>Total (Points)</b>	<b>35</b>	
①SSOP (Sanitation Standard Operation Procedures) containing the content below must be written, retained, and operated in the establishment: - Written standards for management of establishment (maintenance, repair, and management of establishment, controlling visitor access, insect and heat control, water (underground water) management, waste and effluent disposal management, etc.) - Written standards for sanitation management (location, frequency, method, chemicals, and tools for cleaning; evaluation method for status of cleaning, management of employees' health, size and method of wearing for work clothes, disinfectants for disinfection tank, inspection frequency and method, handling and usage of chemicals used in the work place, etc.) - Written standards for management of carcass inspection - Written standards for management of facilities, equipment, tools, etc. such as refrigerators, freezers, etc. in the slaughterhouse	20	*Existence of SSOPs shall be evaluated as 'Compliant' or 'Non-compliant' (O/X).	
② The business operator must complete a checklist for plant-specific SSOPs and carry out an inspection before and during the work according to a prescribed frequency and method.	O / X		

Evaluation Items	Base Point	Point Received	Note
③If any deviations from the critical limits of the SSOPs are detected, proper corrective measures are instituted. Corrective measures include improvement of sanitary measures through a removal of contamination, establishment of preventive measures for recurrence, proper handling of affected products.	O / X		
④If there is any change(s) in the management standards for SSOPs, and it is necessary based on the plant-specific evaluation, SSOPs shall be amended, and its history must be recorded and signed by a manager.	2		
⑤ The business operator must establish and carry out an in-plant sanitation education program for employees and retain the record of its result.	4		
⑥ The business operator must regularly carry out an education training for laboratorians and retain the record of its result.	4		
⑦If underground water other than tap water is used, water that complies with the quality standards of drinkable water must be used, and a regular water quality test must be carried out and maintain its record.	O / X		
⑧Official inspectors must periodically check whether plant-specific SSOPs are carried out, and if any violations are detected, they must immediately notify business proprietors for correction or modification.	5		

<b>13. HACCP</b>	<b>Total (Points)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>54</b>		
①Written HACCP management standards must include the following content and be applied to work: - Composition of the HACCP team, carcass explanation, facilities for procedures including slaughtering, treatment, processing, packaging, etc. (process chart, floor plan, air-conditioning facility, drainage system, etc.), analysis of risks, critical control points (CCP), the limits of CCPs, method for inspection (monitoring), method for improvement measures, verification method, method for maintaining the result.	20			
② Risk analysis is properly carried out by each processing procedure, and HACCP management standards are composed based on the result of the risk analysis.	5			
③Validity test must be carried out to test whether HACCP plan can be operated as it is intended.	5			
④Plant-specific evaluation of the HACCP plan must be carried out at least once per year and must be also carried out when there is a change in HACCP standards or an occurrence of unexpected hazard accidents.	5			
⑤When developing or amending HACCP plans, date, manager signature, amendment history, etc. must be recorded and retained.	3			
⑥Measurement equipments used for monitoring such as a thermometer, weight scale, etc. must be regularly checked and calibrated, and its record must be retained.	5			

Evaluation Items	Base Point	Point Received	Note
⑦ CCP must be monitored properly according to the HACCP plan, and its record must be retained.	O / X		
⑧ If any deviations from the critical limits of the SSOPs are detected, proper corrective measures must be instituted, including analysis and removal of cause, CCP's normal recovery, establishing preventive measures for recurrence, and proper handling of affected products.	O / X		
⑨ Monitoring manager for CCP of a corresponding procedure must be aware of corrective measures taken if any deviations from the critical limits of the SSOPs are detected.	4		
⑩ Education and training on the HACCP plan must be conducted periodically for business employer and employees, and its records must be retained.	4		
⑪ Relevant authorities must inspect and evaluate the state of compliance for HACCP standards in the establishment at least once a year.	3		

#### B. Checklist

Comprehensive Evaluation	Category	Result	Final Decision: <Violation(s) or Areas In Need of Improvement>(E.g.) 1. Foreign substance appearing as excrement is attached to a carcass in a prechiller (evidence: pictures) 2. Self-inspection for sanitation management of facility, employees, etc. is not performed before work. (Proof: copy of a self-inspection checklist for sanitation management on 2/4/2016)
	Conversion Result	%	
	Compliant / Non-compliant	No. of Non-compliant:	

#### <Decision Criteria>

- ① **Decision (Decision for Converted Points):** Decision shall be made as 'Compliant (O)' if the percentage converted for the sum of the points for each item is greater than or equal to 85%, 'Correction Needed' if it is less than 85% but greater than or equal to 70%, and 'Non-compliant (X)' if it is less than 70%.
- ② **Decision (O/X Decision):** If there is at least one item which is evaluated as 'Non-compliant (X)', the decision shall be made as 'Non-compliant'.
- ③ **Final Decision:** If there is 'Non-compliant' in either decision for ① or ②, the final decision shall be made as 'Non-compliant'.

Date of Inspection : \_\_\_\_\_

MM / DD / YYYY

Inspector(s)

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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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## 4. Meat Storage Establishment

### A. General Information

<input type="radio"/> Name of establishment	
<input type="radio"/> Address	
<input type="radio"/> Owner's name	
<input type="radio"/> Manager of sanitation	<input type="radio"/> Name: <input type="radio"/> Phone No.: <input type="radio"/> E-mail:
<input type="radio"/> Date of foundation	
<input type="radio"/> Reg. No. or EST No.	
<input type="radio"/> Date of registration	
<input type="radio"/> Designated date for the establishment for export	
<input type="radio"/> Approved types of business	
<input type="radio"/> Approved items	
<input type="radio"/> Size and No. of cold storages (refrigerators / freezers)	<input type="radio"/> (       )m <sup>2</sup> /(       ) refrigerators <input type="radio"/> (       )m <sup>2</sup> /(       ) freezers
- Size, One-time storage capacity, and No. of refrigerators	<input type="radio"/> (       )m <sup>2</sup> /(       )kg(M/T)/(       ) refrigerators
- Size, One-time storage capacity, and No. of freezers	<input type="radio"/> (       )m <sup>2</sup> /(       )kg(M/T)/(       ) freezers
<input type="radio"/> Number of employees	

<input type="radio"/> Others	
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B. Checklist

Evaluation Items	Base Point	Point Received	Note
<b>1. Management of Facility</b>	<b>Total (Points)</b>	<b>34</b>	
① Establishment must be a separate building or be separated from other facilities used for different purposes, and it must be controlling people who enter and exit the building.	3		
② Establishment must be equipped with loading and unloading boards, refrigerator, freezer, etc., and each facility must be constructed with separated or divided sections.	2		
③ It must be possible to control the temperature of a refrigerator or a freezer, and a thermometer must be installed outside to allow checking the temperature without opening the doors. Temperature sensitivity sensor must be attached to a place where the temperature is the highest.	3		
④ Floors of a refrigerator or freezer must not be covered with items such as a rug, etc. that can foster the growth of bacteria.	3		
⑤ Loading and unloading lots must be blocked from outside and be able to maintain a proper temperature for each livestock product.	3		
⑥ Floor of the work area must be processed with a water-resistant material such as concrete, etc. and be managed so that water does not gather, making the floor wet or humid.	2		
⑦ Ceiling and structures in the upper part must be managed so that condensed water would not fall.	2		
⑧ Work area must be equipped with an insect and heat control facility so as to prevent rodents, etc. from entering.	3		
⑨ There must be a ventilation facility which is sufficient for ventilating bad odor, harmful gas, smoke, vapor, etc. occurring in the work area, and the intensity of a lighting equipment must be no less than 75 lx.	3		

Evaluation Items	Base Point	Point Received	Note
⑩Among equipments, containers, and packaging materials used inside the work area, parts that directly touch livestock products must be made of a sanitary, water-resistant material, which is easy to wash and can be sterilized and disinfected.	4		
⑪Bathrooms and dressing rooms must be located in a place that does not affect the work of the production room, be equipped with hand-washing and drying facilities, and maintain proper ventilation and a sanitary condition.	3		
⑫Refrigerators and freezers must have sufficient product storage capacities.	3		

2. SSOP (Sanitation Standard Operation Procedures)	Total (O/X)	2		
	Total (Points)	36		
①Equipments and containers used for storing livestock products in the processing room must be managed in a sanitary way.	4			
②Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition.	3			
③When touching a contaminated equipment or carrying out a work that has a possibility of being contaminated, necessary measures such as cleaning, disinfection, etc. must be taken.	3			
④Plant-specific SSOP must be prepared as a document, retained in the establishment, and applied to the work of employees.	O / X			
⑤When storing livestock products, warehousing inspection must be carried out regarding the temperature of the warehousing vehicle, expiration date, breakage condition of packaged products, etc., and the status must be recorded and retained.	5			

Evaluation Items		Base Point	Point Received	Note
⑥When loading or unloading products, work must be carried out as quickly as possible to minimize temperature changes and contamination, and the work must not be carried out with doors of a refrigerator or a freezer opened.		3		
⑦Proper standards of storage such as the standards for refrigerating and freezing temperatures, etc. must be followed depending on the characteristics of the products, and the record must be retained and managed through a temperature-recording device.		O / X		
⑧Products that are broken or have passed the expiration dates must not be left in the work area. If they are kept temporarily for a treatment such as disposal, etc., indication must be made to distinguish them from normal products, and they must be stored in a separate area.		3		
⑨Livestock products must not be loaded and stored, closely adhering to the floor or the wall.		3		
⑩Disinfectants, toxic material, flammable material, inedible chemicals, etc. must be stored in a separate place from a place where livestock products are processed and stored.		5		
⑪Products being exported to Korea must be separated or stored in a divided section so as to prevent domestic products or products exported to other countries from being mixed.		4		
⑫Refrigerators or freezers of shipment vehicles must be operated before loading the meat so that transportation can begin after a proper temperature has been maintained, and the refrigerated or frozen status must be maintained during the transportation. (Outside temperature of a given season must be considered.)		3		
Comprehen	Category	Result	Final Decision:	

Evaluation Items		Base Point	Point Received	Note
sive Evaluation	Conversion Result	%	<Violation(s) or Areas In Need of Improvement>(E.g) 1. Foreign substance appearing as excrement is attached to a carcass in a prechiller (evidence: pictures) 2. Self-inspection for sanitation management of facility, employees, etc. is not performed before work. (Proof: copy of a self-inspection checklist for sanitation management on 2/4/2016)	
	Compliant / Non-compliant	No. of Non-compliant:		

**<Decision Criteria>**

- ① **Decision (Decision for Converted Points):** Decision shall be made as 'Compliant (O)' if the percentage converted for the sum of the points for each item is greater than or equal to 85%, 'Correction Needed' if it is less than 85% but greater than or equal to 70%, and 'Non-compliant (X)' if it is less than 70%.
- ② **Decision (O/X Decision):** If there is at least one item which is evaluated as 'Non-compliant (X)', the decision shall be made as 'Non-compliant'.
- ③ **Final Decision:** If there is 'Non-compliant' in either decision for ① or ②, the final decision shall be made as 'Non-compliant'.

Date of Inspection : \_\_\_\_\_

MM / DD / YYYY

Inspector(s)

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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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## 5. Livestock Product Processing Establishment

### A. General Information

<input type="radio"/> Name of Establishment	
<input type="radio"/> Address	
<input type="radio"/> Owner's name	
<input type="radio"/> Area	<input type="radio"/> Land: <input type="radio"/> Building:
<input type="radio"/> Major facilities	<input type="radio"/> Production line: <input type="radio"/> Laboratories: <input type="radio"/> Storages: <input type="radio"/> Others:
<input type="radio"/> Date of foundation	
<input type="radio"/> Reg. No	
<input type="radio"/> Date of registration	
<input type="radio"/> Designated date for the establishment for export	
<input type="radio"/> Approved types of business	
<input type="radio"/> Items produced & amount of production per year	
<input type="radio"/> Export items & amount of production per year	
<input type="radio"/> Number of employees	<input type="radio"/> Managerial positions: <input type="radio"/> Production positions: <input type="radio"/> Laboratorians: <input type="radio"/> Others:
<input type="radio"/> Inspection method for completed products	<input type="checkbox"/> Self-inspection <input type="checkbox"/> Outsourcing
<input type="radio"/> Designated date for export establishment	
<input type="radio"/> Countries other than S. Korea to which export is approved	

<input type="radio"/> Others	
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## B. Checklist

Evaluation Items	Base Point	Point Received	Note
<b>1. Surrounding Environment</b>	<b>Total (Points)</b>	<b>7</b>	
①Buildings of the establishment must be located in a place that is sufficiently distant from facilities that generate pollutants such as livestock husbandry effluent, chemicals, or other contaminants that can affect adversely the safety of processing livestock products.	2		
②Structure of the building must be able to maintain a proper temperature according to the characteristics of the livestock product to be processed and must be well ventilated.	2		
③Establishment must be a separate building or must be separated (through a wall, floor, etc.) from other facilities used for different purposes. And it must be controlling people who enter and exit the building.	3		
<b>2. Inside Structure</b>	<b>Total (Points)</b>	<b>12</b>	
①Floor must be processed with a water-resistant material such as concrete, etc. and must not have a dent, or be managed so that water would not gather.	3		
②Inside wall or the ceiling must be managed in a sanitary way, and the surface must be slippery so that foreign materials or dust would not adhere to them. (Check whether spider webs, dust, etc. exist in the inside wall and the ceiling.)	3		
③1.5 m of the inside wall measured from the floor must be constructed with a light-color, water-resistant material or be painted with an anti-bacterial paint. (Check whether or not it is contaminated by a fungus, etc.)	3		
③Work area (entrance, windows, walls, ceiling, etc.) must be built with a structure that can be closed so that it is able to block or prevent water leak, pollutants from outside, rodents, etc. from coming in to the facility.	3		
<b>3. Piping &amp; Drainage</b>	<b>Total (Points)</b>	<b>6</b>	
①Pipes and the connecting parts in the work area must be constructed with a material that is harmless to a human body. (Check for the existence of foreign materials such as a rust, etc. in the pipes and in the connecting areas.)	3		
②Drainage system must be properly installed to prevent backflow of effluent, and sediments must not pile up.	3		
<b>4. Ventilation</b>	<b>Total (Points)</b>	<b>9</b>	

Evaluation Items	Base Point	Point Received	Note
①Ventilation facility must be sufficient for ventilating bad odor, harmful gas, smoke, vapor, etc. and be able to manage condensed water properly. (Consider the status of ventilation in the work area and whether or not condensed water would affect products, etc. in case there is condensed water.)	5		
②In case there is a mixing procedure which creates scattering power, there must be a facility that can remove them effectively.	4		
<b>5. Natural Light or Lighting Equipment</b>	<b>Total (Points)</b>	<b>9</b>	
①Intensity of the lighting in the work area must be no less than 220 lx. However, it is not applicable to a place where ingredients or livestock products are not processed directly through an automated system, etc.	5		
②Light bulbs or light fixtures must be shielded with protective nets to prevent it from becoming a hazard that can contaminate products in case of breakage. (Consider whether there would be a direct impact, etc. on the product.)	4		
<b>6. Bathroom, Dressing Room</b>	<b>Total (Points)</b>	<b>6</b>	
①Bathrooms must be located in a place that does not affect the work and be equipped with a flush toilet with a septic tank.	2		
②Bathrooms must be processed with a water-resistant material such as concrete, etc., and the floor and 1.5 m of the inside wall measured from the floor must be constructed with tiles or be painted with a water-resistant paint.	2		
③There must be a separate dressing room adjacent to but separated from the work area, and there must be separate lockers for storing each employee's clothing, footwear, etc. which are maintained and managed in a sanitary way.	2		
<b>7. Water</b>	<b>Total (O/X)</b>	<b>1</b>	
	<b>Total (Points)</b>	<b>9</b>	
①Establishment must be equipped with a facility that can provide tap water, or underground water in compliance with water quality test standards for drinking water, etc.	3		
②When using underground water, etc. other than tap water, plant from which water is obtained must be located in a place that is not concerned for being contaminated by pollutants, etc., Regular water quality tests must be conducted, and the record must be retained.	O / X		
③Water storage tank must be installed so as to protect it from outside contamination, and a lock device must be installed.	3		

Evaluation Items	Base Point	Point Received	Note
④Piping for non-drinking water must be indicated so that it can be distinguished from the piping for drinking water, and they must not cross or merge with each other.	3		
<b>8. Waste &amp; Effluent Disposal Facility</b>	<b>Total (Points)</b>	<b>2</b>	
①Waste and effluent disposal facility must be installed and operated in a separate place away from the establishment, and its maintenance record must be retained.	2		
<b>9. Cooling (Refrigerating and Freezing) &amp; Heating Facility</b>	<b>Total (Points)</b>	<b>5</b>	
①Coolers, refrigerators, freezers, and heating facilities must have a thermometer or a temperature-measuring device in a proper location, and the temperature must be recorded and managed through a regular monitoring or an automatic temperature-recording device.	5		
<b>10. Insect &amp; Heat Control</b>	<b>Total (Points)</b>	<b>9</b>	
①Intake and exhaust pipe that is opened to outside must be attached with a filtering net, screen, etc.	3		
②Establishment must be managed so as to prevent harmful insects, rodents, etc. from entering and must be checked regularly to see whether they are entering.	3		
③When carrying out extermination of insects, rodents, etc. in the establishment, it must be conducted after proper protective measures are taken according to the prescribed sanitation practices so as not to affect the work process or safety of livestock products. And after completing the work, facilities that process livestock products or areas that have contacted livestock products directly or indirectly must be cleaned, etc. to remove any contaminants.	3		
<b>11. Cleaning</b>	<b>Total (Points)</b>	<b>16</b>	
①Standards of management are established for the location, method, and frequency of cleaning as well as chemicals and tools used for cleaning.	3		
②Detergent, disinfectants, and other chemicals used in the establishment are handled, used and kept properly and safely according to their purpose and method of usage.	4		
③Surface of facilities, instruments, etc. that touches the products directly must be managed in a sanitary way.	3		
④Surface of facilities, instruments, etc. that does not touch the products directly must be managed in a sanitary way.	3		

Evaluation Items	Base Point	Point Received	Note
⑤Containers, etc. that are used for handling or processing inedible products must be used separately so as to prevent cross-contamination on the products.	3		
<b>12. Management of Sanitation and Process in the Establishment</b>	<b>Total (Points)</b>	<b>1</b>	
	<b>Total (Points)</b>	<b>50</b>	
①Establishment must be divided into a clean area and regular area (or semi-clean area, polluted area, etc.) and be separated, divided, or categorized according to the characteristics and processing of the products.	5		
②Employees working in the clean and regular areas must work in divided processing rooms, and when they necessarily move to other areas, they must take necessary sanitary measures.	4		
③Processing room must be equipped with a thermometer that can check the indoor temperature, and a proper temperature must be maintained according to the characteristics of the products. (Processing room other than the heat processing room must be no greater than 15℃.)	5		
④If there are areas or procedures where condensed water can be created, standards for the management of condensed water must be defined and monitored.	5		
⑤Proper preventive measures must be taken during the procedures of handling, processing, packing, etc. of livestock products to avoid mixing of foreign materials such as metals, etc. or contamination by pathogenic micro-organisms.	3		
⑥Machines, equipment, and other supporting facilities used for handling, processing and packaging of livestock products must be always maintained and managed in a sanitary way. And machines and equipment that touch ingredients directly must be easy to wash and must be made of an anti-corrosion material.	4		
⑦When containers and packaging materials of livestock products are collected and re-used, they must be cleaned thoroughly with drinking water, etc. and used after confirming that no impurities remain.	3		
⑧Defrosting process of an ingredient meat must be managed in a sanitary way. - Internal temperature of the defrosted meat must be no greater than 10℃, and a sanitary condition of the defrosting room and defrosting time must be verified.	4		
⑨Ratio for mixing ingredient meat with supporting ingredients must be in compliance with the proper ratio for mixing based on the written manufacturing procedures.	4		
⑩Heat treatment process or frying process must comply with the heating temperature and time, freezing temperature and time, etc. of the written	5		

Evaluation Items	Base Point	Point Received	Note
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manufacturing procedures.			
⑪ Sterilized or pasteurized livestock products must comply with sterilization or pasteurization requirements.	O / X		
⑫ Products must be packaged quickly to prevent spoiling or cross-contamination due to an increase of temperature.	3		
⑬ Each manufacturing procedure must be managed properly according to the written manufacturing procedures.	5		

<b>13. Employee Sanitation</b>	<b>Total (Points)</b>	<b>32</b>		
① Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition. And they may not go outside with protective clothes on.		5		
② Employees must take off their protective aprons and gloves when they need to go to the bathroom during the production work.		2		
③ Employees must not smoke, eat, or chew a gum during the work.		2		
④ Employees handling livestock products may not wear accessories such as a watch, ring, earrings, hair pins, etc.		2		
⑤ People who enter the production area must always wash their hands, protective boots, etc.		3		
⑥ Employees must frequently wash and sanitize their hands, gloves, knives, processing table, etc. to prevent cross-contamination.		3		
⑦ Employees who have or are suspected to have an infectious disease must not be working.		5		
⑧ Employees who have externally exposed scars, lesion, etc. on the arms, etc. must not be working.		5		
⑨ All employees who handle livestock products must receive a medical examination before starting the work, and its report must be kept in file.		5		

<b>14. Education &amp; Training</b>	<b>Total (Points)</b>	<b>8</b>		
① The business operator must establish and carry out an in-plant sanitation education program for employees and retain the record of its result.		4		
② Education and training regarding inspection must be carried out regularly for laboratorians working on the inspection.		4		

Evaluation Items	Base Point	Point Received	Note
<b>15. Management of the Raw Material and Subsidiary Material</b>	<b>Total (Points)</b>	<b>19</b>	
① Warehousing record of the raw material and subsidiary material (supplementary raw material, packaging material, etc.) must be filled out. And an inspection report must be received from the suppliers, or plant-specific inspections must be regularly carried out.	4		
② Proper storage temperature must be maintained for each livestock product used as a raw material. - Ingredient egg must be stored in a cold storage (0-15°C), away from a direct light; raw milk must be stored at 0-10°C; and ingredient meat must be refrigerated at a temperature no greater than 5°C, or frozen at a temperature no greater than -18°C.	5		
③ Warehousing and delivery must be managed according to the first-in, first-out policy.	3		
④ Raw material, subsidiary material, and completed products must be managed separately, and they must be loaded and managed not to adhere closely to the floor or the wall.	3		
⑤ Inappropriate raw material, supplementary material, etc. must be stored in a separately designated place and labeled clearly so that they can be distinguishable and managed so as to take proper measures such as return, disposal, etc.	4		
<b>16. Storage and Shipment of Complete Products</b>	<b>Total (O/X)</b>	<b>1</b>	
	<b>Total (Points)</b>	<b>18</b>	
① Completed products must comply with proper storage temperatures for each livestock product. - Meat and meat products: -2-10°C for refrigerated products (Except for poultry: -2-5°C); no greater than -18°C for frozen products (However, sterilized or dry products can be kept at room temperature.) - Pasteurized products such as milks, processed milks, butters, condensed milks, whey, etc.) must be stored at 0-10°C. - Fermented milks must be refrigerated at 0-10°C, or frozen at a temperature no greater than -15°C. - Natural cheese and processed cheese are refrigerated at 0-10°C, or frozen at a temperature no greater than -18°C. - Butters must be refrigerated or frozen.	O / X		
② Considering the time that takes for transportation, customs clearance, and the expiration date of the products, products that have passed the expiration date or have a risk for passing an expiration date must not be exported or stored for export.	5		
③ Completed products must be loaded and managed not to be adhering closely to the floor or the wall.	3		

Evaluation Items	Base Point	Point Received	Note
④During the transportation, including loading, unloading, etc., of livestock products, they must be handled in a sanitary manner to prevent the breakage of packaging or cross-contamination.	3		
⑤Transportation vehicle must be able to maintain a temperature no greater than 10°C for refrigeration and no greater than -18°C for freezing before the loading of livestock products, and a device for recording temperature must be attached.	4		
⑥Inappropriate products must be stored in a separately designated place and labeled clearly so that they can be distinguishable and managed so as to take proper measures such as return, disposal, etc.	3		
<b>17. Product Inspection</b>	<b>Total (Points)</b>	<b>8</b>	
①Inspection of completed products must be carried out in the establishment's own laboratory according to the inspection plan, or must be completed by a third party inspection agency approved by the exporting country's government.	5		
②Inspection result of the completed products must specifically record and contain the following content: - Name of the inspected product, manufacturing date or expiration date (period during which quality is maintained), date of inspection, items inspected, standards and result of the inspection, decision result and date of the decision, name and signature of the inspector(s), etc.	3		
<b>18. Management of Production Documents</b>	<b>Total (Points)</b>	<b>6</b>	
① The business operator must record and maintain a receipt and disbursements document related to the warehousing and use of the raw material.	3		
②Documents containing transactional information such as the manufacturing date, amount produced, contact for sales, amount of sales, etc. must be prepared and kept in file for each unit of production (lot) for products exported to Korea.	3		
<b>19. Recall Program</b>	<b>Total (Points)</b>	<b>10</b>	
①Recall program must be established and operated which specifically explains the procedure and method for recalling defective or returned products.	5		
②To investigate or verify the cause of defective products, necessary information about the corresponding facility such as the manufacturing location, date, production line, etc. must be recorded and retained for each product. And a proper verification method such as indication of codes, lot management, etc. must be considered for the traceability of products.	5		
<b>20. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (O/X)</b>	<b>3</b>	

Evaluation Items	Base Point	Point Received	Note
	<b>Total (Points)</b>	<b>35</b>	
<p>①SSOP (Sanitation Standard Operation Procedures) containing the content below must be written, retained, and operated in the establishment:</p> <ul style="list-style-type: none"> <li>- Written standards for management of establishment (maintenance, repair, and management of establishment, controlling visitor access, insect and heat control, water (underground water) management, waste and effluent disposal management, etc.)</li> <li>- Written standards for sanitation management (location, frequency, method, chemicals, and tools for cleaning; evaluation method for status of cleaning, management of employees' health, size and method of wearing for work clothes, disinfectants for disinfection tank, inspection frequency and method, handling and usage of chemicals used in the work place, etc.)</li> <li>- Written standards for management of carcass inspection</li> <li>- Written standards for management of facilities, equipment, tools, etc. such as refrigerators, freezers, etc. in the establishment</li> </ul>	20	*Existence of SSOPs shall be evaluated as "Compliant" or "Non-compliant" (O/X).	
② The business operator must complete a checklist for plant-specific SSOPs and carry out an inspection before and during the work according to a prescribed frequency and method.	O / X		
③If any deviations from the critical limits of the SSOPs are detected, proper corrective measures are instituted. Corrective measures include improvement of sanitary measures through a removal of contamination, establishment of preventive measures for recurrence, proper handling of affected products.	O / X		
④If there is any change(s) in the management standards for SSOPs, and it is necessary based on the plant-specific evaluation, SSOPs shall be amended, and its history must be recorded and signed by a manager.	2		
⑤ The business operator must establish and carry out an in-plant sanitation education program for employees and retain the record of its result.	4		
⑥ The business operator must regularly carry out an education training for laboratorians and retain the record of its result.	4		
⑦If underground water other than tap water is used, water that complies with the quality standards of drinkable water must be used, and a regular water quality test must be carried out and maintain its record.	O / X		
⑧Official inspectors must periodically check whether plant-specific SSOPs are carried out, and if any violations are detected, they must immediately notify the business operator for correction or modification.	5		
<b>21. HACCP</b>	<b>Total (Points)</b>	<b>2</b>	
	<b>Total (Points)</b>	<b>54</b>	

Evaluation Items	Base Point	Point Received	Note
①Written HACCP management standards must include the following content and be applied to work: - Composition of the HACCP team, carcass explanation, facilities for procedures including slaughtering, treatment, processing, packaging, etc. (process chart, floor plan, air-conditioning facility, drainage system, etc.), analysis of risks, critical control points (CCP), the limits of CCPs, method for inspection (monitoring), method for improvement measures, verification method, method for maintaining the result.	20		
② Risk analysis is properly carried out by each processing procedure, and HACCP management standards are composed based on the result of the risk analysis.	5		
③Validity test must be carried out to test whether HACCP plan can be operated as it is intended.	5		
④Plant-specific evaluation of the HACCP plan must be carried out at least once per year and must be also carried out when there is a change in HACCP standards or an occurrence of unexpected hazard accidents.	5		
⑤When developing or amending HACCP plans, date, manager signature, amendment history, etc. must be recorded and retained.	3		
⑥Measurement equipments used for monitoring such as a thermometer, weight scale, etc. must be regularly checked and calibrated, and its record must be retained.	5		
⑦CCP must be monitored properly according to the HACCP plan, and its record must be retained.	O / X		
⑧If any deviations from the critical limits of the SSOPs are detected, proper corrective measures must be instituted, including analysis and removal of cause, CCP's normal recovery, establishing preventive measures for recurrence, and proper handling of affected products.	O / X		
⑨Monitoring manager for CCP of a corresponding procedure must be aware of corrective measures taken if any deviations from the critical limits of the SSOPs are detected.	4		
⑩Education and training on the HACCP plan must be conducted periodically for the business operator and employees, and its records must be retained.	4		
⑪ Relevant authorities must inspect and evaluate the state of compliance for HACCP standards in the establishment at least once a year.	3		

Comprehensive Evaluation	Category	Result	Final Decision:
	Conversion Result	%	<del>&lt;Violation(s) or Areas In Need of Improvement&gt;</del> (E.g.) 1. Non-compliance of sterilization conditions (evidence: temperature

	Compliant / Non-compliant	No. of Non- compliant:	record sheet) 2. Self-inspection for sanitation management of facility, employees, etc. is nor performed before work. (Proof: copy of a self-inspection checklist for sanitation management on 2/4/2016)
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**<Decision Criteria>**

- ① **Decision (Decision for Converted Points):** Decision shall be made as 'Compliant (O)' if the percentage converted for the sum of the points for each item is greater than or equal to 85%, 'Correction Needed' if it is less than 85% but greater than or equal to 70%, and 'Non-compliant (X)' if it is less than 70%.
- ② **Decision (O/X Decision):** If there is at least one item which is evaluated as 'Non-compliant (X)', the decision shall be made as 'Non-compliant'.
- ③ **Final Decision:** If there is 'Non-compliant' in either decision for ① or ②, the final decision shall be made as 'Non-compliant'.

Date of Inspection : \_\_\_\_\_  
MM / DD / YYYY

Inspector(s)

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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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Department	Position	Name	(Signature)
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