

Procedures and Requirements for On-Site Inspection of Foreign Food Facilities and Foreign Establishments

MFDS Notice No. 2017-81 (established on October 31, 2017)

Article 1 (Purpose)

The purpose of this Notice is to prescribe procedures and requirements for on-site sanitary inspection of foreign facilities and foreign establishments, in accordance with Articles 6 to 9, Paragraph ④ of Article 11, Article 12 and Article 18 of the Special Act on Imported Food Safety Management (hereinafter referred to as "the Act") and Articles 6, 11 and 12 of the Enforcement Rule of the Special Act on Imported Food Safety Management (hereinafter referred to as "the Enforcement Rule").

Article 2 (Definitions) Terms used in this Notice shall have the following meanings:

1. "Imported food, etc." means foods, food additives, apparatus, containers and packages as defined in Article 2 of the Food Sanitation Act, health functional foods as defined in Article 3 of the Functional Health Foods Act and livestock products as defined in Article 2 of the Livestock Products Sanitary Control Act (hereinafter referred to as "livestock products") imported into the Republic of Korea from foreign countries.
2. "Foreign food facility" means a facility located abroad where imported food, etc. (except livestock products) is produced, manufactured, processed, treated, packaged and stored (including ships and farms where fishery products are produced or processed).
3. "Foreign establishment" means an establishment located abroad where, for livestock products imported into the Republic of Korea from foreign countries, slaughtering, milk collection, manufacturing, processing, storage and others are conducted.
4. "Requirements" mean those prescribed by the Minister of Food and Drug Safety to assure the safety of imported food, etc.
5. "Checklist" means that used in evaluation or check of foreign facilities or foreign establishments against requirements of Sub-paragraph 4.
6. "Evaluation" means the act of evaluating foreign facilities or foreign establishments with use of checklist of Sub-paragraph 5.
7. "On-site inspection" means that a person enters and inspects a foreign food facility or a foreign establishment in accordance with Articles 6 to 9, Paragraph ④ of Article 11 and Article 12 of

the Act.

8. "OEM (original equipment manufacturing) food, etc." means any imported food not manufactured / processed by a manufacturer, but manufactured / processed by a foreign food facility under contract and then, labeled with the manufacturer's own trademark.
9. "Applicant" means a person who submits an application for good importer or good foreign food facility in accordance with Articles 7 and 8 of the Act.

Article 3 (Scope) This Notice shall apply to a person who imports / distributes imported food, etc. (except raw materials used in the manufacture of his/her own products) from a foreign food facility / establishment owner / business operator or a foreign food facility / establishment.

Article 4 (Requirements)

- ① Requirements for foreign facilities and foreign establishments to assure safety of imported food, etc. are provided in Annex 1. Foreign facilities and foreign establishments shall comply with such requirements.
- ② Checklists for foreign facilities of imported food, etc. (except livestock products) are provided in Annex 2 and checklists for foreign establishments of livestock products are provided in Annex 3.

Article 5 (On-Site Inspection Procedures)

- ① When it is intended to perform on-site inspection of a foreign food facility or a foreign establishment, the Minister of Food and Drug Safety shall notify the on-site inspection plan (Attached Form No. 1) to the exporting country's government or the foreign food facility owner / business operator. However, if on-site inspection is to be performed by an imported food sanitation audit institution under Article 9 of the Act, Attached Form No. 2 shall be used for notification.
- ② The exporting country's government or the foreign food facility owner / business operator shall, on receipt of notification relating to on-site inspection in accordance with the above Paragraph ①, provide a reply regarding acceptance of such on-site inspection within the following periods and may adjust the schedule to the extent of 2 months, in consultation with the notifying institution.
 1. Based on the date when the notification is received: within 15 days from the date when the notification is received; or

2. Based on the date when the notification is given: within 20 days from the date when the notification is given.

Article 6 (On-Site Inspection Methods/Evaluations)

- ① On-site inspection and examination of imported food, etc. in accordance with Articles 6 to 9, Article 11, and Article 12 of the Act and sanitation evaluation in accordance with Paragraph ②, Article 18 of the Act shall be performed with use of checklists under Paragraph ②, Article 4.
- ② Evaluation shall be performed against checklists of Paragraph ① and evaluation results shall be "O (Compliant)" or "X (Non-compliant)" for individual evaluation items.
- ③ If, although a foreign food facility's situations or a foreign establishment's situations are not consistent with evaluation items in the checklists of Paragraph ①, the foreign food facility or establishment demonstrates equivalent actions and successful achievement of the evaluation item's purpose, the foreign food facility or establishment may be considered complying with requirements and some evaluation items in the checklists of Paragraph ① may be concluded as "Compliant".
- ④ If results from evaluation in accordance with Paragraph ① indicate "improvement required" and the foreign food facility or establishment owner / business operator conducts corrective and preventive actions before completion of on-site inspection and provides the results (a foreign establishment provides them through the exporting country's government), they shall be reviewed and, if deemed acceptable, the relevant evaluation items shall be concluded as "Compliant" with documentation as "improvements completed during on-site inspection". However, this may not apply to non-compliance of major items.
- ⑤ If a person who submits the application for good importer or to whom registration of good importer was granted intends to examine a foreign food facility's sanitation controls or if a person to whom registration of good foreign food facility was granted intends to examine sanitation controls, such examinations shall be conducted with use of checklists for foreign facilities in accordance with Paragraph ②, Article 4.

Article 7 (Judgment)

- ① Based on results from evaluations in accordance with Paragraph ①, Article 6, judgment shall be made by calculating the percentage of "compliant (O)" items; "Compliant" when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%. However, if more than one major item is "X (Non-compliant)",

it shall be judged as "Non-compliant".

- ② Notwithstanding the provision of Paragraph ①, for on-site inspection of good importers in accordance with Paragraph ④, Article 7 of the Act or good foreign facilities in accordance with Paragraph ③, Article 8 of the Act, the percentage of "compliant (O)" items shall be calculated and judgement shall be made as follows: "Compliant" when the percentage is greater than or equal to 85% and "Non-compliant" when it is less than 85%. However, if more than one major item is "X (Non-compliant)", it shall be judged as "Non-compliant".

Article 8 (Actions Based on On-Site Inspection Results)

- ① Based on results from on-site inspection in accordance with Article 6 and Article 9 of the Act, the Minister of Food and Drug Safety shall take one of the following actions and notify it to the exporting country's government, the relevant foreign food facility or the person who imports / distributes imported food, etc.
1. If "Compliant" is concluded: maintenance of registration;
 2. If "improvement required" is concluded: request for corrections; and
 3. If "Non-compliant" is concluded: import suspension
- ② If "Non-compliant" is judged in accordance with Paragraph ①, Article 6 of the Act, the Minister of Food and Drug Safety may decide the presence of potential risk in accordance with Paragraph ②, Article 6 of the Act.
- ③ Based on results from on-site inspection of good importer in accordance with Paragraph ④, Article 7 of the Act or good foreign food facility in accordance with Paragraph ③, Article 8 of the Act, the Minister of Food and Drug Safety shall take one of the following actions and notify it to the applicant.
1. If "Compliant" is concluded: registration; and
 2. If "Non-compliant" is concluded: no registration.
- ④ Based on results from on-site inspection of good importer registered in accordance with Paragraph ④, Article 7 of the Act or good foreign food facility registered in accordance with Paragraph ③, Article 8 of the Act, the Minister of Food and Drug Safety shall take one of the following actions and notify it to the applicant.
1. If "Compliant" is concluded: maintenance of registration; and
 2. If "Non-compliant" is concluded: request for correction and reinforced examination of imported products.

- ⑤ On receipt of report on sanitation audit results from the imported food sanitation audit institution in accordance with Article 11, the Minister of Food and Drug Safety shall take one of the following actions and notify it to the exporting country's government or the relevant foreign food facility owner / business operator.
1. If "Compliant" is concluded: maintenance of registration;
 2. If "improvement required" is concluded: request for corrections; and
 3. If "Non-compliant" is concluded: reinforced examination of imported products and on-site inspection.
- ⑥ Based on results from on-site inspection conducted for the purpose of registration of foreign establishment in accordance with Paragraph ③, Article 12 of the Enforcement Rule, the Minister of Food and Drug Safety shall take one of the following actions and notify it to the foreign establishment owner / business operator through the exporting country's government.
1. If "Compliant" is concluded: registration;
 2. If "improvement required" is concluded: request for corrections; and
 3. If "Non-compliant" is concluded: no registration.
- ⑦ Based on results from on-site inspection of foreign establishment registered in accordance with Paragraph ②, Article 12 of the Act, the Minister of Food and Drug Safety shall take one of the following actions and notify it to the foreign establishment owner / business operator through the exporting country's government.
1. If "Compliant" is concluded: maintenance of registration;
 2. If "improvement required" is concluded: request for corrections; and
 3. If "Non-compliant" is concluded: import suspension.
- ⑧ If results from on-site inspection and others show the need for improvements, the Minister of Food and Drug Safety may ask the foreign food facility owner / business operator or the exporting country's government to take corrective actions. For foreign establishments, such requests shall be made through the exporting country's government.
- ⑨ When the request for corrections is made in accordance with Paragraph ⑧, corrections shall be completed within 60 days from the receipt of the notification and this deadline may be extended to the extent of 30 days one time. In such instance, the reinforced examination of imported products may apply to the previously registered foreign food facility or establishment owner / business operator until corrections are completed.
- ⑩ The foreign food facility (or foreign establishment) owner / business operator shall fulfill the

request for corrections in accordance with Paragraph ⑧ and submit evidence documents showing completion of corrections to the Minister of Food and Drug Safety by the specified deadline. For foreign establishments, such submission shall be made through the exporting country's government.

- ⑪ If the foreign food facility (or foreign establishment) owner / business operator fails to submit evidence documents showing completion of corrections in accordance with Paragraph ① or to submit evidence documents enough to demonstrate that such requested corrections are satisfactorily completed, the Minister of Food and Drug Safety may conclude "Non-compliant" for the relevant foreign food facility (or foreign establishment) and decide "no registration" for the applicant for registration or "import suspension" for the registered foreign food facility (or foreign establishment) owner / business operator.

Article 9 (Mutual Agreement Between Countries)

- ① Notwithstanding the provision of Article 5, if procedures and methods for on-site inspection are agreed between countries, they may be followed.
- ② Notwithstanding the provision of Paragraph ①, Article 6, if import sanitation requirements and others are agreed between countries, the Minister of Food and Drug Safety may perform evaluation according to such agreed ones.

Article 10 (Requirements for Sanitation Examination of OEM Food Products)

Sanitation examination of companies that manufacture / process OEM food products in accordance with Sub-paragraph 1, Paragraph ②, Article 18 of the Act shall be conducted as follows:

1. Sanitation requirements prescribed in Article 4 shall be satisfied.
2. Companies shall be examined for sanitation controls against checklists of Article 4 by the imported food sanitation audit institution more than once in the following examination frequencies. For the registered good importer in accordance with Article 7 of the Act or the registered good foreign importer in accordance with Article 8 of the Act, it shall be regarded as completing this examination for sanitation controls.
 - A. Imported food, etc. for which examination frequency is 1 year:
 - 1) Imported food, etc., judged as "Non-compliant" after examinations under Articles 21 and 25 of the Act; and
 - 2) Infant formulas, baby formulas, cereal-based formulas for infants and young children and others for infants and young children, among special-purpose food products prescribed in standards and specifications for individual products in Standards and Specifications for Food

Products (MFDS Notice).

- B. Imported food, etc. for which examination frequency is 2 years: imported food products other than those specified in the above A.
3. When the percentage of "compliant (O)" items based on results from sanitation examination under Sub-paragraph 2, the percentage shall be greater than or equal to 85% and there shall be no "X (Non-compliant)" for major items.

Article 11 (Reporting of On-Site Inspection Results)

An imported food sanitation audit institution that conducts on-site inspection or sanitation audit entrusted by a business operator who imports / distributes food products in accordance with Article 9 shall prepare the report containing the following information and report it to the Minister of Food and Drug Safety within 10 days after completion of business trip for on-site inspection.

1. Information specified in Paragraph ①, Article 6 of the Enforcement Rule;
2. Report on inspection results and need for improvements; and
3. Checklists and other evidence documents.

Article 12 (Review Period)

The Minister of Food and Drug Safety shall review this Notice for appropriateness every three years from January 1, 2018 (in other words, by December 31 in the third year) and take actions, such as improvements.

Supplementary Provision (No. 2017-81, 2017.10.31)

Article 1 (Effective Date) This Notice shall be effective from the date of notification.

Article 2 (Abolition of Other Notices)

As of the effective date of Article 1, "Procedures and Requirements for On-Site Inspection of Foreign Facilities" (MFDS Notice No. 2016-122) and "Procedures and Requirements for On-Site Inspection of Foreign Establishments" (MFDS Notice No. 2016-10) shall be abolished.

[Annex 1]

Sanitation Requirements for Foreign Facilities and Foreign Establishments

I. Facilities (except farms and ships)

1. Sanitation controls of environment

- A. Buildings shall be located at a place distant from contaminant-generating facilities so that food products are not adversely affected by livestock waste water, sewage, chemicals and other contaminants or contamination-prevent measures shall be provided. However, this may not apply when buildings are in the closed system and air handling systems are provided to avoid effects of external environment.
- B. Buildings shall be structured so as to maintain temperature levels appropriate for types of food products processed there and to provide adequate ventilation.
- C. Building materials shall not adversely affect and contaminate food products.
- D. Access to buildings where food products are processed shall be restricted to avoid unauthorized access.
- E. Facilities for treatment of wastes and waste water shall be separate from those for processing of food products.

2. Sanitation controls of working areas

- A. Working areas shall be in independent buildings or separated (meaning distinct rooms separated by walls or floors; this definition applies throughout this document) from those not used for manufacture / processing of food products (such as offices) and they shall be maintained in a clean condition.
- B. Working areas shall include the raw material processing rooms, production and processing rooms, packaging rooms, storage rooms and other rooms needed for manufacture / processing of food products and individual facilities shall be separated or segregated (meaning segregation with use of partitions or curtains; this definition applies throughout this document). However, this may not apply when it is deemed unnecessary to have separation or segregation owing to automation of production processes or characteristics of facilities / products and individual facilities are clearly divided (meaning division with use of lines or strings; this definition applies throughout this document).
- C. Working area's doors, walls, floors, ceilings, air supplies/exhausts, windows and others shall be in the sealed structures and there shall be no water leakage in the whole working area (such as doors, windows, walls and ceilings).
- D. Working area's floors shall be treated with concrete or other materials to assure water-

resistance and assure appropriate drainage. This may not apply if drainage is not needed owing to special characteristics of facilities / products.

- E. Working area's inner walls shall be treated with bright-colored, water resistant materials or bacteria-prevention paint to the extent of 1.5 meter from the floor. However, this may not apply if water is not used or there is no potential sanitation risk.
- F. Working area's internal structures, walls, ceilings, floors, doors, windows and others shall be durable and corrosion-resistant and facilitate cleaning and disinfection operations.
- G. Ventilation systems shall be sufficiently provided to assure removal of bad smells, hazardous gases, smokes, vapors and others generated in working areas.
- H. Working area shall be designed to prevent introduction of contaminants or rainwater from the outside.
- I. Working area shall have appropriate pest control systems to prevent introduction or propagation of insects and rodents.
- J. Working area's lighting fixtures shall have the protection device so as to prevent potential damages or contamination with falling materials and assure appropriate light intensity of at least 220 lux. However, this may not apply to automated facilities or others where food products are not directly handled.
- K. Cleaning agents, disinfectants and other chemicals used in working area shall be those approved in accordance with the applicable laws or regulations. They shall be suitable for intended purposes, handled and used in the safe manner and stored in a place with a locking system.
- L. Working area's rooms shall have the thermometers or temperature controllers to allow check of temperatures and they shall be periodically calibrated.
- M. Working area's temperature levels shall be appropriate for types of food products manufactured / processed there and temperature levels shall be appropriately maintained (rooms except heat-treatment rooms shall be maintained at $\leq 15^{\circ}\text{C}$).
- N. When working area is classified into general area and clean area, different operators shall work at different areas and cross-working shall not be allowed. If an operator intends to go to another area, sanitation measures, such as exchange of sanitation equipment, shall be followed.
- O. Material flows and personnel flows shall be established from receipt of raw materials and other materials to distribution of products and such flows shall be followed. The pathways for movement of materials and personnel shall not have any unnecessary materials and they shall not be used for other purposes.
- P. For windows, measures shall be provided to assure that, when they are broken, glass fragments

are dispersed into working area and contaminates raw materials and other materials.

- Q. Disinfectants and others used in processing operations shall be clearly labeled to show their names, methods for use and storage, and others.

3. Sanitation controls of food-handling facilities

- A. Food-handling facilities, including equipment and utensils used in the manufacture / processing of food products, shall be maintained and controlled in the sanitary manner at all times and food-handling facilities and equipment shall be appropriately installed according to the process flow.
- B. Water used in cleaning of food-handling facilities shall be suitable for drinking and, when underground water is used, water quality shall be examined more than once a year.
- C. In food-handling facilities, those parts coming into direct contact with food products shall be harmless to human bodies and made of sanitary, water-resistant materials (meaning stainless steel, aluminum, FRP, Teflon and others not likely to absorb water; this applies throughout this document) that can be easily cleaned or sanitary wood that can be cleaned. In addition, they shall allow disinfection or sterilization with hot water, steam, sterilizing agent and others.
- D. Freezing / refrigeration facilities and heat-treatment facilities shall have the thermometers or temperature measurement instruments to allow maintenance and control of appropriate temperature levels and they shall be periodically calibrated. In such instance, the refrigeration facilities shall be maintained at below 10°C and the freezing facilities shall be maintained at below -18°C.
- E. For vehicles, tools and containers for transfer of food products, those parts coming into direct contact with food products shall be harmless to human bodies and have water-resistance and corrosion-resistance.

4. Sanitation controls of raw materials and other materials

- A. Quality of raw materials and other materials (such as inactive substances and packaging materials) used in the manufacture / processing of food products shall be verified through review of certificates of analysis or others, or testing against the established specifications and standards. They shall be used according to the principle of "First-In, First-Out" and their warehousing/issuance shall be documented.
- B. Raw materials and other materials (such as inactive substances and packaging materials) used in the manufacture / processing of food products shall be periodically examined.
- C. Raw materials and other materials shall be divided and stored off the floor or wall and, if

storage conditions are specified for certain materials, they shall be stored at refrigerating or freezing temperatures appropriate for such specified storage conditions.

- D. Raw materials used in the manufacture / processing of food products shall be harmless to human bodies and suitable for human consumption and have good quality and freshness. Those not showing deterioration / putrefaction or contamination with hazardous or toxic substances shall be used.
- E. Lactic acid bacteria used in the manufacture of lactic acid bacteria-containing products shall be suitable for human consumption and safe in terms of food sanitation.
- F. If pulverized powders are used as raw material, those with good freshness and not showing deterioration / putrefaction or contamination with foreign materials shall be used.
- G. Any rejected raw materials and other materials shall be identified as such and stored at the specified area.

5. Sanitation controls of manufacture / processing

- A. Raw material storage rooms, processing rooms, packaging rooms and others where food products are handled shall be maintained and controlled in the clean manner at all times.
- B. Water used in the manufacture / processing of food products or water used in hand-washing and cleaning of equipment surfaces, utensils and containers coming into direct contact with food products shall be suitable for human consumption.
- C. Manufacture / processing of food products shall be conducted in a manner of avoiding potential contamination with pathogenic microorganisms or potential mix-up of foreign materials.
- D. Water, alcohol, a mixture of water and alcohol, or carbon dioxide shall be used in extraction in the manufacture of food products. However, if alternative methods are specified in the Korea Food Additives Codes, they may be followed.
- E. Frozen raw materials shall be thawed at a separate, clean area in the sanitary manner.
- F. Processed food products shall be packaged in the sanitary manner to prevent potential microbiological contamination.
- G. If containers and packaging materials used in packaging of food products are recovered and re-used, they shall be cleaned with water suitable for human consumption and they shall be examined for the presence of impurities and residues.
- H. Compounding of raw materials and inactive substances shall be performed according to the compounding ratio specified in the standard production document.
- I. If heat treatment or sterilization is conducted in the course of manufacture / processing, the

specified temperature level shall be applied.

- J. On completion of manufacture / processing, products shall be packaged as soon as possible to prevent potential deterioration or cross-contamination owing to temperature elevation or others.
- K. Gloves, aprons and others used in working area shall be made of impermeable materials that facilitate cleaning and disinfection. After use, they shall be cleaned or disinfected and stored / maintained in the sanitary manner to prevent potential contamination of products.
- L. All equipment used in handling of ice shall be maintained in the clean condition and, after use, it shall be cleaned or sterilized to assure sanitary control.
- M. Measures shall be implemented to minimize microbial contamination and growth and to prevent contaminations in the course of manufacture / processing of food products.
- N. All activities from use of raw materials to production of finished products shall be recorded and such records shall be maintained.

6. Sanitation controls of storage

- A. Intermediates and finished products shall be stored at places separate from those for storage of raw materials and other materials. They shall be stored off the floor or wall and maintained / controlled in the sanitary manner to avoid potential contamination.
- B. If specific storage conditions are established for certain products, they shall be stored at such established storage conditions.
- C. Any rejected products, raw materials and other materials shall be identified as such and stored at the specified area.
- D. For each production unit (such as lot), distribution documents describing the production date, production amount, customers, amounts shipped to each customer and others shall be prepared and maintained.
- E. Carpet shall not be used on the storage area's floor.

7. Sanitation controls of laboratory operations

- A. There shall be a laboratory with human resources, equipment, apparatus, reagents and others needed to examine food products. Examination records shall be maintained and controlled. However, if examination activities are outsourced to any external laboratories, this may not apply.
- B. Raw materials, other materials, in-process products and finished products shall be periodically examined to comply with the exporting country's specifications and standards and to assure

the quality and safety and such examination results shall be recorded, maintained and retained.

- C. If available risk information indicates contamination or potential contamination of raw materials, packaging materials and others with hazardous substances, they shall be examined for such hazardous substances.
- D. Laboratory operators shall be periodically trained in examination activities.
- E. Analytical equipment and apparatus shall be periodically calibrated. If such calibration is conducted by the manufacturer, calibration results shall be recorded and maintained. If calibration is outsourced to external calibration laboratories, calibration documents shall be obtained and retained.
- F. Scientific documents needed to establish the expiry period (literatures, experimental data and others) shall be maintained.
- G. Any materials rejected on the basis of examination results shall be separately identified as such and their disposition shall be recorded.

8. Sanitation controls of personnel

- A. Personnel engaged in handling of food products shall wear sanitary head covering, working garments and shoes and perform their works in the manner to assure clean conditions.
- B. Personnel engaged in manufacture / processing of food products shall not wear any watch, ring, earring, hair pin and other accessories.
- C. When personnel start operations, stop and resume operations, or go out of the working room and return to operations, they shall clean hands with water and others.
- D. Doors to working area shall have washing, drying or disinfection equipment to assure personal sanitation controls and personnel shall conduct washing and others to remove any potential contaminants before operations.
- E. All personnel engaged in handling of food products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained and retained.
- F. Personnel shall receive health examination more than once a year and any person suspected to have transmissible diseases or infectious diseases, such as diarrhea, and to have injuries, lesions and others on arms and open parts shall not be allowed to perform operations.
- G. Business operator shall establish periodic sanitation training plan, conduct training of personnel and maintain training records.

9. Sanitation controls of toilet facilities

- A. Flush-type toilets with sewage treatment tank shall be provided at areas not affecting working area. However, toilets may not be provided, if there are toilets in the neighboring area and they can be conveniently used.
- B. Toilets shall be treated with concrete or other materials to assure water-resistance and their floors and inner walls (to the extent of 1.5 meter from the floor) shall be finished with tiles and water-resistant paints to assure water-resistance and clean condition.
- C. Toilets shall have hand-washing facility to assure sanitary cleaning of hands and separate ventilation systems to assure removal of air to the outside.

10. Sanitation controls of water supply (or process water) system

- A. There shall be a system to supply city water or underground water suitable for human consumption.
- B. If underground water is used, the water collection source shall be located at a place not affected by toilets, waste treatment systems, animal farms and others that may contaminate underground water. If necessary, the sterilization or disinfection system shall be provided, water quality shall be examined more than once a year and the relevant records shall be maintained.
- C. Any water not suitable for human consumption shall not be allowed to cross or join water suitable for human consumption.
- D. Water lines shall be clearly labeled so as to distinguish non-potable water line from potable water line and two lines shall not cross or join.
- E. Tank for storage of water used in manufacture of food products shall be designed to prevent potential introduction of contaminants from the outside and it shall have a locking system to assure appropriate controls.
- F. Water storage tank shall be designed to allow drainage. Otherwise, other appropriate methods shall be available to assure drainage.
- G. Water storage tank shall allow cleaning and examination, it shall be periodically cleaned and disinfected and results shall be recorded and maintained.
- H. Water storage tank, pipe and others shall be periodically checked for leakage and contamination.
- I. There shall be a hanger to hold hoses connected to the water supply (process water) pipe in order to prevent them from contacting the floor and to control hoses in a clean condition.
- J. Water storage tank, pipe and others shall be made of materials harmless to human bodies.
- K. Different labels shall be used to distinguish process water line from non-process water line.

11. Other sanitation controls

- A. Gowning room shall be provided and it shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination.
- B. Withdrawal program describing methods and procedures for withdrawal of rejected materials or returned products shall be established and followed and records shall be maintained and retained.
- C. In order to assure appropriate withdrawal, records describing the production place, date, production line and others shall be maintained to facilitate identification or verification of causes for rejected materials and appropriate methods, such as code identification and lot system, shall be employed to assure tracking of products.
- D. There shall be a department responsible for handling of customer complaints relating to any distributed or sold products and records relating to such customer complaints shall be maintained.
- E. Hand-washing facility shall be located at a place easily accessible from working area and it shall be separated from sink for cleaning of equipment and utensils.
- F. Waste water shall be discarded to the line directly connected to the waste water treatment system.
- G. Containers for disposal of wastes shall be designed to be completely closed.
- H. Toxic materials (such as insecticides, detergents and disinfectants) authorized in accordance with the applicable laws and regulations shall be used and they shall be stored at a place with a locking system.
- I. During shipping, food products and livestock products shall be distinguished from non-food/livestock products to avoid potential cross-contamination.
- J. Vehicles for shipping of food products shall have the system to maintain appropriate conditions (freezing or refrigerating condition) appropriate for products and such vehicles designed to maintain freezing or refrigerating conditions shall have the temperature recording device to allow verification of temperature changes.

I. Facilities (meaning farms and ships)

1. Sanitation controls of ships

- A. Sanitation controls of facilities and equipment

- 1) Rooms for storage of fishery catches and products and working area shall be segregated or divided from spaces that may contaminate fishery products.
- 2) There shall be separate rooms for storage of finished products, packaging materials and by-products.
- 3) Equipment, tools and utensils coming into direct contact with fishery products, such as freezing fan, workstation and intestine remover, shall be made of corrosion-resistant materials that are not corroded by sea water and surfaces coming into contact with food shall be smooth and have the structure that facilitates cleaning and disinfection (for example, easy removal of water during cleaning and drying).
- 4) Tools and others used in treatment, transfer, storage and handling of fishery products shall be cleaned and disinfected after use and they shall be dried and stored at the designated places.
- 5) Water storage tank shall be located at a place not affected by engine cooling water or waste water and wastes discharged by ships.
- 6) Water supply pipe shall be maintained to prevent corrosion. Tank for storage of water used in treatment of fishery products shall be periodically cleaned and records shall be maintained.
- 7) In order to prevent hoses from contacting floors and maintain them in a clean condition, there shall be hangers to hold hoses.
- 8) Sufficient freezing capacity shall be provided in consideration of characteristics of individual products and temperature recording system shall be provided to control and record storage temperatures.
- 9) There shall be a central temperature control system (such as machine room) to assure real-time verification of temperatures and periodic maintenance shall be conducted.
- 10) If the central temperature control system is not provided, temperature levels shall be checked at least every two hours and such checks shall be recorded. In such instance, temperature sensor shall be placed at a point with the highest temperature level in the refrigerator and it shall be periodically calibrated. Calibration records shall be maintained.
- 11) Toilets and gowning rooms shall be maintained in a clean condition and toilets shall have hand-washing facility, detergents, drier (or single-use towel) and wastebasket with closure.
- 12) Floors and walls of rooms for storage of fishery catches and products shall be made of corrosion-resistant / water-resistant materials that facilitate cleaning. If they are made of wood, there shall be no damage and surfaces shall be maintained in the smooth and clean condition. There shall be no stagnant water on floors of rooms for storage of fishery

catches and products.

B. Sanitation controls of fishery products on board

- 1) Water (including ice) used in cleaning of fishery products or equipment, utensils, containers and others coming into contact with fishery products or used in ice glazing shall be clean sea water or suitable for human consumption.
- 2) Places for storage of fishery products shall be controlled in a manner to avoid cross-contamination with oils (such as hydraulic oil) and other hazardous substances.
- 3) Toxic substances, such as disinfectants, shall be stored at a place with a locking system and a person responsible for control of their use shall be appointed.
- 4) Chemicals used in disinfecting surfaces coming into contact with fishery products shall be those authorized for use.
- 5) Fishery products shall be cleaned, treated and cooled as soon as possible after catching.
- 6) There shall be no facility for storage or treatment of wastes around the place for receipt of fishery products and the system for transfer of fishery products.
- 7) If doors to rooms for storage of fishery catches and products or parts coming into direct contact with fishery products are made of wood, they shall be covered with corrosion-resistant materials to prevent potential damage and contamination during transfer or storage of fishery products.
- 8) Lamps, thermometers and others provided at rooms for storage of fishery products shall be safe ones and they shall be protected to prevent potential contamination of fishery products when they are broken.
- 9) In order to prevent rodents, insects and other vermin, periodic monitoring shall be conducted and monitoring records shall be maintained.

C. Sanitation controls of personnel on board

- 1) A person responsible for sanitation controls on board shall be appointed. Personnel shall be periodically trained in sanitation controls and training records shall be maintained.
- 2) Personnel who handle oils, paints or others that may be harmful to food products shall not be allowed to enter the area where fishery products are handled.
- 3) Personnel who handle fishery products shall maintain clean clothing conditions. Any persons who have injuries on hands or who are suspected to have respiratory diseases shall not be allowed to engage in handling of fishery products.

D. Sanitation controls of processing / treatment facilities (limited to ships having such facilities)

- 1) Large fishes that cannot be processed on workstation may be processed on sanitary mat and actions shall be taken to prevent contamination from the surroundings.

- 2) Workstation for removal of heads (head parts) and intestines from fishery products shall be distinguished from workstation for processing of fillets and slices. By-products to be discarded shall be promptly removed from working area.
- 3) For frozen fish heads for human consumption and frozen fish intestines for human consumption, parts to be used in making products shall be promptly and sufficiently washed to remove foreign materials and then, subjected to quick freezing.

E. Sanitation controls of cooling sea water tank

- 1) Cooling sea water tank shall have appropriate devices to fill and discharge sea water and to maintain the whole tank at appropriate and uniform temperature level.
- 2) For tanks or container systems, it shall be assured that the mixture of fishery products and sea water comes to 3°C within 6 hours after addition of fishery products and 0°C within 16 hours.
- 3) After removal of fishery products, tank or container circulation system shall be completely emptied and it shall be cleaned with clean sea water or water suitable for human consumption.
- 4) Salts used in brine freezing shall meet the food standards and specifications.

2. Sanitation controls of farms

A. Sanitation controls of facilities and others

- 1) Farms shall be located at a place distant from contaminant-generating facilities so that fishery products are not adversely affected by livestock waste water, chemicals and other contaminants.
- 2) Toxic and inflammable chemicals shall be stored and controlled at a place separated from farms.
- 3) Toilets shall be separated from farming area and they shall have sanitary devices and hand-washing facility.
- 4) Warehouse for storage of feed used in farming shall be designed to prevent potential introduction of insects and rodents and feed preparation (compounding) room shall be controlled in a clean condition to avoid accumulation of materials or water on floor.
- 5) Dead or sick fishes shall be promptly detected and stored at the dedicated storage area or discarded. Dedicated tools for handling of such fishes shall be provided.
- 6) Farming tank shall be identified to show the tank number, farming start date, the number of fishes, size and others.
- 7) Each farming tank shall be periodically checked and such checks shall be recorded.

- 8) Surfaces likely to come into direct or indirect contact with fishery products shall be controlled in the sanitary manner.
- 9) Water used in farming shall be suitable for protection of human health and water quality shall be periodically tested by national authorities or other accredited organizations. Test results shall be maintained.

B. Sanitation controls of drugs and others

- 1) There shall be sufficient space with a locking system for storage of aquatic animal drugs and aquatic animal quasi-drugs.
- 2) Records on purchase and use of individual drugs or quasi-drugs shall be maintained and they shall be labeled with product names, uses, expiry periods and others.
- 3) For each farming tank, records on use of drugs and others shall be maintained.
- 4) Drugs and others used in farming shall be those approved in the Republic of Korea and they shall be used with measuring devices and in accordance with the specified dosage and administration instructions. Washout periods and expiry periods shall be followed.

C. Sanitation controls of distribution

- 1) For each farming tank, production and distribution amounts shall be recorded. Fishery products to be distributed shall be periodically tested for animal drug residues and others and test results shall be maintained.
- 2) Prior to distribution, washout periods shall be checked in consideration of drugs and others used and such checks shall be recorded.

III. Foreign Establishments

The following requirements shall apply to foreign establishments.

1. Article 4 (Requirements for Exporting Livestock Products and Foreign Establishments) of the Countries (Regions) Allowed For Import of Livestock Products and Import Sanitation Requirements (MFDS Notice).
2. Sanitation requirements mutually agreed with individual countries.
3. All items in the checklists for foreign establishments as prescribed in Paragraph ②, Article 4.

[Annex 2]

Checklists for Foreign Facilities

1. Generals

Category	Item		Description	Remark
① General information	Facility name			
	Business registration (filing) no.			
	Business registration (filing) date			
	Owner			
	Plant	Address		
		Tel No.		
		Fax No.		
		Website		
② Facility information	Location		<input type="checkbox"/> Industrial complex <input type="checkbox"/> Rural/savillage <input type="checkbox"/> Urbanity <input type="checkbox"/> Others	
	No. of years		years	
	Site area		m ²	
	Total building area		m ²	
	Working area		m ²	
	Warehouse (storage) area		m ²	
	Lab area		m ²	
	Building ownership		[] owned [] rent	
③ Personnel information	Total			
	Office personnel			
	QC	Analysis		
		Management		
	Production	Full-time		
		Temporary		
④ Sanitation control manager	Name			
	Tel No.			
	E-mail			
⑤ Production information	No. of products			
	Annual production (for the previous year)	Production (kg, liter)		
		Amount (\$)		
	Export	Major countries		
		To Korea (\$)		
		To Korea (kg)		
	OEM sales volume		(\$)	

	PB/PL sales volume	(\$)	
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2. Checklists for individual business types

A. Foods (foods, food additives, health function foods) manufacturing / processing businesses

Importer	Name:	Owner: (seal)
	Address:	
	Contact:	e-mail

Foreign food facility	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment			
① Buildings shall be located at a place distant from contaminant-generating facilities so that food products are not adversely affected by livestock waste water, sewage, chemicals and other contaminants. * This may not apply when buildings are in the closed system and air handling systems are provided or when measures are provided to prevent potential contamination.			
② Buildings shall be structured so as to maintain temperature levels appropriate for types of food products processed there and to provide adequate ventilation. * For health functional foods, humidity levels appropriate for their characteristics shall be maintained.			
③ Building materials shall not adversely affect and contaminate food products.			
④ Entrance/exit of raw materials and products and entrance/exit of personnel shall be packaged.			
⑤ Facilities for treatment of wastes and waste water shall be separate from those for processing of food products.			
⑥ Access to buildings where food products are processed shall be restricted to avoid unauthorized access.			
2. Sanitation controls of working areas			
① Working areas shall be in independent buildings or separated from those for other purposes (such as offices).			
② Working areas shall be designed to prevent potential introduction of contaminants or rainwater from the outside.			
③ Ventilation systems shall be sufficiently provided to assure removal of bad smells, hazardous gases, smokes, vapors and others			

generated in working areas.			
④ Working area's doors, windows and others shall have appropriate pest control systems to prevent introduction of insects and rodents.			
⑤ Rooms needed for manufacture / processing of food products (such as raw material processing rooms, production / processing rooms, packaging rooms, and storage rooms) shall be separated or segregated. * This may not apply when it is deemed unnecessary to have separation or segregation owing to automation of production processes or others.			
⑥ Working area's internal structures, walls, floors, ceilings, air supplies/exhausts, windows and others shall be durable and corrosion-resistant and facilitate cleaning and disinfection.			
⑥-1 In order to prevent contamination with molds and others, working area's inner walls shall be treated with bright-colored, water-resistant materials or paint, or bacteria-prevention paint to the extent of 1.5 meter from the floor.			
⑦ Working area's lighting fixtures and windows shall have the protection device so as to prevent potential contamination of materials and products with falling materials or potential dispersion of fragments, when they are broken.			
⑧ Working area shall have facilities or equipment to assure sufficient cleaning or disinfection of equipment, machines, utensils, containers and others.			
⑧-1 Cleaning agents, disinfectants and other chemicals used in working area shall be stored and controlled in a place separate from those for handling of food products.			
⑧-2 Cleaning agents, disinfectants and other chemicals used in working area shall be handled and used for intended purpose.			
⑨ Working area's floor shall have no cracks or stagnant water. Drain trap shall be provided. * This may not apply if drain is not needed owing to special characteristics of facilities or products.			
⑩ Working area's doors, walls, floors, ceilings, air supplies/exhausts, windows and others shall be in the sealed structure.			
⑪ There shall be no water leakage in the whole working area (such as doors, windows, walls and ceilings).			
⑫ In order to prevent cross-contamination between rooms, working area shall be classified (such as general area and clean area) and controlled.			
⑬ When working area is classified (such as general area and clean area), different operators shall work at different areas and cross-working shall not be allowed.			
⑬-1 If an operator intends to go to another area, sanitation measures, such as exchange of sanitation equipment, shall be followed.			
⑭ Each room in the working area shall have the light intensity of at least 220 lux. For working areas where sorting and examination activities are conducted, it shall be greater than or equal to 540 lux. * This may not apply to automated facilities or others where food products are not handled.			
⑮ Working area's rooms shall have the thermometers to allow check of temperatures and they shall be periodically calibrated.			

⑫	Working area's temperature levels shall be maintained at below 15°C (except heat-treatment rooms), depending on characteristics of food products.			
⑬	For rooms where powders are handled, equipment shall be provided to effectively control dispersion of powders.			
⑭	Material flows and personnel flows shall be established from receipt of materials to distribution of products and such flows shall be followed.			
⑭-1	The pathways for movement of materials and personnel shall not have any unnecessary materials and they shall not be used for other purposes.			
3. Sanitation controls of food-handling facilities				
①	Food-handling facilities, including equipment and utensils used in the manufacture / processing of food products, shall be maintained and controlled in the sanitary manner at all times.			
②	Parts coming into direct contact with food products shall be harmless to human bodies and made of sanitary, water-resistant materials (such as stainless steel, aluminum, FRP, and Teflon) that can be easily cleaned, disinfected or sterilized.			
③	Freezing / refrigeration facilities and heat-treatment facilities shall maintain appropriate temperatures.			
③-1	Freezing / refrigeration facilities and heat-treatment facilities shall have the thermometers or temperature measurement instruments.			
③-2	Freezing / refrigeration facilities shall be maintained at appropriate temperatures (for refrigeration, below 10°C; for freezing, below -18°C).			
③-3	Thermometers and temperature measurement instruments shall be periodically calibrated and maintained.			
④	For vehicles, tools and containers for transfer of food products, those parts coming into direct contact with food products shall be harmless to human bodies and have water-resistance and corrosion-resistance.			
⑤	Water used in food-handling facilities shall be suitable for human consumption.			
⑥	Food-handling facilities and equipment shall be appropriately installed according to the process flow.			
4. Sanitation controls of raw materials and other materials				
①	Quality of raw materials and other materials (such as inactive substances and packaging materials) used in the manufacture / processing of food products shall be verified through review of certificates of analysis or others, or testing against the established specifications and standards.			
①-1	Raw materials used in manufacture of food products shall be harmless to human bodies and suitable for human consumption.			
②	Raw materials and other materials (such as inactive substances and packaging materials) used in the manufacture / processing of food products shall be used according to the principle of "First-In, First-Out".			
③	Raw materials and other materials (such as inactive substances and packaging materials) used in the manufacture / processing of food			

products shall be periodically examined and records shall be maintained.			
⑥ Raw materials and other materials shall be stored off the wall.			
⑦ Raw materials and other materials shall be stored at spaces separate from that for storage of products.			
⑤-1 Agricultural, forest and fishery products that are not packaged shall be separately stored to prevent cross-contamination.			
⑥ If storage conditions are specified, raw materials and other materials shall be stored at refrigerating or freezing temperatures appropriate for such specified storage conditions.			
⑧ Any rejected raw materials and other materials shall be identified as such and stored at the specified area.			
⑨ Warehousing/issuance of raw materials and other materials shall be documented and such records shall be maintained.			
5. Sanitation controls of manufacture / processing			
① Food-handling rooms (raw material storage rooms, manufacturing / processing rooms, packaging rooms and others) shall be maintained and controlled in the clean manner at all times.			
② Manufacture / processing of food products shall be conducted in a manner of avoiding contamination with pathogenic microorganisms or potential mix-up of foreign materials.			
③ Water, a mixture of water and alcohol, or carbon dioxide shall be used in extraction in the manufacture of food products. * If alternative methods are specified in the Korea Food Additives Codes, they may be followed.			
③ Frozen raw materials shall be thawed at a separate, clean area (place) in the sanitary manner.			
④ Processed food products shall be packaged in the sanitary manner to prevent potential microbiological contamination or cross-contamination.			
⑥ If containers and packaging materials used in packaging of food products are re-used, they shall be cleaned with water suitable for human consumption and they shall be examined for the presence of impurities and residues.			
⑦ Compounding of raw materials and inactive substances shall be performed according to the compounding ratio specified in the standard production document.			
⑧ If heat treatment or sterilization is conducted in the course of manufacture / processing, the specified temperature level shall be applied.			
⑨ Gloves, aprons and others used in working area shall be made of water-resistant materials that facilitate cleaning and disinfection.			
⑨-1 After use of gloves, aprons and others used in working area, they shall be cleaned or sterilized and stored / maintained in the sanitary manner to prevent potential contamination of products.			
⑩ All equipment used in handling of ice shall be maintained in the clean condition and, after use, it shall be cleaned or sterilized to assure sanitary control.			

⑪ All activities from use of raw materials to production of finished products shall be recorded and such records shall be maintained.			
6. Sanitation controls of storage			
① Intermediates and finished product shall be stored at places separate from those for storage of raw materials and other materials.			
② Intermediates and finished products shall be stored off the floor or wall and maintained / controlled in the sanitary manner to avoid potential contamination.			
③ If specific storage conditions are established for certain products, they shall be stored at such established storage conditions.			
④ Any rejected products, intermediates, raw materials and other materials shall be identified as such and stored at the specified area.			
⑤ For each product unit (such as lot), distribution records describing the production date, production amount, customers, amounts shipped to each customer and others shall be prepared and maintained.			
⑥ Carpet shall not be used on the storage area's floor.			
7. Sanitation controls of laboratory operations			
① There shall be a laboratory with human resources, equipment, apparatus, reagents and others needed to examine food products. * This may not apply, if examination activities are outsourced to external accredited laboratories.			
② Products (including intermediates) shall be examined by in-house laboratory or external laboratory accredited by the exporting country's government.			
③ Products (including intermediates) shall be examined against the in-house specifications. In such case, such in-house specifications shall satisfy regulatory specifications.			
④ Products (including intermediates) shall be examined according to the established methods.			
⑤ Examination records shall include information on sample name, date of manufacture (expiry period, lot number), date of examination, examination items, results and sign of the person who makes judgment.			
⑥ Analytical equipment and apparatus shall be periodically calibrated. If such calibration is conducted by the manufacturer, calibration results shall be recorded and maintained. If calibration is outsourced to external calibration laboratories, calibration documents shall be obtained and retained. (This may not apply, if examinations are outsourced to external laboratories.)			
⑦ Records on examination of products (including intermediates) shall be maintained. (When examinations are outsourced to external laboratories, certificates of analysis shall be maintained.)			
⑧ Laboratory operators shall be periodically trained in examination activities and training records shall be maintained.			
⑨ Any materials rejected on the basis of examination results shall be separately identified as such and their disposition shall be recorded.			

⑩ If risk information on products and others is available, examination shall be performed and records shall be maintained.			
⑪ Scientific documents needed to establish the product's expiry period (literatures, experimental data and others) shall be maintained.			
8. Sanitation controls of personnel			
① Personnel engaged in handling of food products shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions.			
② Personnel engaged in manufacture / processing of food products shall not wear any earring, watch, necklet, ring, hairpin and other accessories.			
③ When personnel start operations, stop and resume operations, or go out of the working room and return to operations, they shall clean hands with water and others.			
④ All personnel engaged in handling of food products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained.			
④-1 Personnel engaged in handling of food products shall receive health examination more than once a year.			
⑤ Any person suspected to have transmissible diseases or infectious diseases, such as diarrhea, and to have injuries, lesions and others on arms and open parts shall not be allowed to perform operations.			
⑥ Doors to working area shall have washing, drying or disinfection equipment to assure personal sanitation controls.			
⑦ Business operator shall establish periodic sanitation training plan, conduct training of personnel and maintain training records.			
9. Sanitation controls of toilet facilities			
① Flush-type toilets with sewage treatment tank shall be provided at areas not affecting working area. * This may not apply, if there are toilets in the neighboring area and they can be conveniently used.			
② Toilets shall be treated with concrete or other materials to assure water-resistance and their floors and walls (to the extent of 1.5 meter from the floor) shall be finished with tiles or water-resistant paints.			
③ Toilets shall have hand-washing facility to assure sanitary cleaning of hands.			
④ Toilets shall have separate ventilation systems to assure removal of air to the outside.			
10. Sanitation controls of water supply system			
① There shall be a system to supply city water or underground water suitable for human consumption.			
② Water collection source, such as underground water, shall be located at place not affected by toilets, waste treatment systems, animal farms and others that may contaminate underground water.			

③ If underground water is used in manufacture of food products, sterilization (disinfection) system shall be provided to assure sanitary treatment.			
④ If underground water is used in manufacture of food products, water quality shall be periodically examined more than once a year and records shall be maintained.			
⑤ Any water not suitable for human consumption shall not be allowed to cross or join water for manufacture of food products.			
⑥ Tank for storage of water used in manufacture of food products shall be designed to prevent potential introduction of contaminants.			
⑥-1 Water storage tank shall have a locking system to assure appropriate controls.			
⑥-2 Water storage tank shall be designed to allow drainage. Otherwise, other appropriate methods shall be available to assure drainage.			
⑥-3 Water storage tank shall allow cleaning and examination, it shall be periodically cleaned and disinfected and results shall be recorded and maintained.			
⑦ Water lines shall be clearly labeled so as to distinguish non-potable water line from potable water line.			
⑧ Water storage tank, pipe and others shall be periodically checked for leakage and contamination.			
⑧-1 Water storage tank, pipe and others shall be made of materials harmless to human bodies.			
⑧-2 The inner side of water storage tank shall be finished with paint that can be used for foods.			
⑨ There shall be a hanger to hold hoses connected to the water supply pipe in order to prevent them from contacting the floor and to control hoses in a clean condition.			
11. Other sanitation controls			
① Gowning room shall be separately placed near working area.			
② Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition.			
②-1 Gowning room shall have the ventilation system for removal of air to the outside.			
②-2 Gowning room shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination.			
③ There shall be department and personnel for efficient withdrawal of rejected materials.			
④ Operators responsible for withdrawal shall fully understand withdrawal procedures and methods.			
⑤ Withdrawal program describing methods and procedures for withdrawal of rejected materials or returned products shall be established and followed and records shall be maintained and retained.			
⑥ In order to assure appropriate withdrawal, records describing the production place, date, production line and others shall be maintained to facilitate identification or verification of causes for			

rejected materials.			
⑦ Appropriate methods, such as code identification and lot system, shall be employed to assure tracking of rejected products.			
⑨ There shall be department and personnel responsible for handling of customer complaints relating to any distributed or sold products.			
⑩ Records on customer complaints relating to any distributed or sold products shall be maintained.			
⑪ Hand-washing facility shall be located at a place easily accessible from working area and it shall be separated from sink for cleaning of equipment and utensils.			
⑫ Waste water shall be discarded to the line directly connected to the waste water treatment system.			
⑬ Wastes / wastewater treatment system shall be installed and operated at a place distant from working area.			
⑬-1 Containers for disposal of wastes shall be designed to be completely closed to prevent leakage and bad smells.			
⑬-2 Wastes shall be disposed of according to the control plan and records shall be maintained.			
⑭ During shipping, food products and livestock products shall be distinguished from non-food/livestock products to avoid potential cross-contamination.			
⑭-1 Vehicles for shipping of food products shall have the system to maintain appropriate conditions (freezing or refrigerating condition) appropriate for products.			
⑭-2 Vehicles for shipping of food products at freezing or refrigerating condition shall have the temperature recording device to allow verification of temperature changes.			

Overall evaluation	Final judgment		<Description of violations and needed improvements>
	Percentage	%	
	No. of "Non-compliant" major items		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

⑤ **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.

For on-site inspection in accordance with Paragraph ④, Article 7 and Paragraph ③, Article 8 of the Act and sanitation evaluation in accordance with Paragraph ②, Article 18: "Compliant", when it is greater than or equal to 85% and "Non-compliant", when it is less than 85%.

⑥ **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.

③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

B. Ships

Category	<input type="checkbox"/> Fishery Product Manufacturer <input checked="" type="checkbox"/> Ship <input type="checkbox"/> Farm		Date	
Name			Registration No. (if applicable)	
Owner	(seal)			
Address				
Tel. No.		e-mail		

Evaluation Item	Major	General	Remark
1. Sanitation controls of facilities and equipment			
① Working area shall have appropriate pest control systems to prevent potential introduction of rodents, insects and other vermin.			
② Doors to working area and toilets shall have adequate number of washing and drainage facilities to allow hand washing and drying in the sanitary manner.			
③ Rooms for storage of fishery catches and products and working area shall be segregated or divided from machine room, tool room and others that may contaminate fishery products.			
④ There shall be separate rooms for storage of finished products, packaging materials and by-products.			
⑤ Water storage tank and water intake hole shall be located at places not affected by engine cooling water or waste water and wastes discharged by ships. They shall be periodically cleaned and records shall be maintained.			
⑥ Working area for which operation or storage temperatures are specified shall have the device to measure temperature levels. * If such device is not provided, temperature levels shall be checked at least every two hours and such checks shall be recorded. In such instance, temperature sensor shall be placed at a point with the highest temperature level in the refrigerator.			
⑦ Thermometers and instruments for measurement of temperature at working area shall be periodically calibrated and calibration results shall be recorded.			
⑧ Sufficient freezing capacity shall be provided in consideration of characteristics of individual products.			
⑨ Equipment, tools and utensils coming into direct contact with fishery products, such as freezing fan, workstation and intestine remover, shall be made of materials not corroded by sea water.			
⑩ Surfaces coming into direct contact with fishery products shall be smooth and have the structure that facilitates cleaning and disinfection after use.			
⑪ Tools and others used in treatment, transfer, storage and handling of fishery products shall be cleaned and disinfected after use and			

they shall be dried and stored at the designated places.			
⑫ In order to prevent hoses from contacting floors and maintain them in a clean condition, there shall be hangers to hold hoses.			
⑬ Toilets and gowning rooms shall be controlled in a clean condition.			
⑭ Toilets shall have hand-washing facility, detergents, drier (or single-use towel) and wastebasket with closure.			
⑮ Floors and walls of rooms for storage of fishery catches and products shall be made of corrosion-resistant / water-resistant materials that facilitate cleaning. If they are made of wood, there shall be no damage and surfaces shall be maintained in the smooth and clean condition.			
⑯ Welded parts in rooms for storage of fishery catches and products shall be smoothly finished.			
⑰ Ceiling electric lines, pipes and others at places where fishery products are exposed shall be designed to prevent accumulation of dusts and facilitate cleaning.			
⑱ There shall be no stagnant water on floors of rooms for storage of fishery catches and products.			
2. Sanitation controls of fishery products on board			
① Water (including ice) used in cleaning of fishery products or equipment, utensils, containers and others coming into contact with fishery products or used in ice glazing shall be clean sea water or suitable for human consumption.			
② Places for storage of fishery products shall be controlled in a manner to avoid cross-contamination with oils (such as hydraulic oil) and other hazardous substances.			
③ Toxic substances, such as disinfectants, shall be stored at a place with a locking system and a person responsible for control of their use shall be appointed.			
④ Chemicals used in disinfecting surfaces coming into contact with fishery products shall be those authorized for use.			
⑤ Fishery products shall be cleaned, treated and cooled as soon as possible after catching.			
⑥ There shall be no facility for storage or treatment of wastes around the place for receipt of fishery products and the system for transfer / movement of fishery products.			
⑦ Rooms where powders are handled shall have equipment to effectively control dispersion of powders.			
⑧ In order to prevent rodents, insects and other vermin, periodic monitoring shall be conducted and monitoring records shall be maintained.			
⑨ Lamps, thermometers and others provided at rooms for storage of fishery catches and products shall be protected to prevent potential contamination of fishery products when they are broken.			
⑩ If parts coming into direct contact with fishery products in the course of handling of fishery products are made of wood, they shall be covered with corrosion-resistant materials to prevent potential contamination during handling of fishery products.			

3. Sanitation controls of personnel on board			
①	A person responsible for sanitation controls on board shall be appointed.		
②	Personnel shall be periodically trained in sanitation controls and training records shall be maintained.		
③	Personnel who handle fishery products shall maintain clean clothing conditions.		
④	Any persons who have injuries on hands or who are suspected to have respiratory diseases shall not be allowed to engage in handling of fishery products.		
⑤	Personnel who handle oils, paints and others that may be harmful to food products shall not be allowed to enter the area where fishery catches and products are stored and fishery products are handled.		
4. Sanitation controls of processing / treatment facilities (if applicable)			
①	Large fishes that cannot be processed on workstation may be processed on sanitary mat and actions shall be taken to prevent contamination from the surroundings.		
②	Workstation for removal of heads and intestines from fishery products shall be distinguished from workstation for processing of fillet and slices.		
③	Discarded by-products shall be promptly removed from working area.		
④	For by-products for human consumption (fish heads and intestines), parts to be used in making products shall be treated to remove foreign materials, sufficiently washed and then, subjected to quick freezing.		
5. Sanitation controls of cooling sea water tank (limited to ships having facility to cool fishery products with cold sea water)			
①	Cooling sea water tank shall have appropriate devices to maintain the whole tank at appropriate and uniform temperature level.		
②	Cooling sea water tank shall have appropriate devices to effectively fill and discharge sea water.		
③	For tanks or container systems, it shall be assured that the mixture of fishery products and sea water comes to 3°C within 6 hours after addition of fishery products and 0°C within 16 hours.		
④	After removal of fishery products, tank or container circulation system shall be completely emptied and it shall be cleaned with clean sea water or water suitable for human consumption.		
⑤	Salts used in brine freezing shall meet the food standards and specifications.		

Overall evaluation	Final judgment		<Description of violations and needed improvements>
	Percentage	%	
	No. of "Non-compliant" major items		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ⑦ **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

C. Farms

Category	<input type="checkbox"/> Fishery Product Manufacturer <input type="checkbox"/> Ship <input checked="" type="checkbox"/> Farm		Date	
Name			Registration No. (if applicable)	
Owner	(seal)			
Address				
Tel. No.		e-mail		

Evaluation Item	Major	General	Remark
1. Sanitation controls of facilities and others			
① Farms shall be located at a place distant from contaminant-generating facilities so that fishery products are not adversely affected by livestock waste water, chemicals and other contaminants.			
② Toxic and inflammable chemicals shall be stored and controlled at a place separated from farms.			
③ Toilets shall be separated from farming area and they shall have sanitary devices for hand-washing.			
④ Warehouse for storage of feed used in farming shall be designed to prevent potential introduction of insects and rodents.			
④-1 Feed preparation (compounding) room shall be controlled in a clean condition to avoid accumulation of materials or water on floor.			
⑤ Dead or sick fishes shall be promptly detected and stored at the dedicated storage area or discarded.			
⑥ Dedicated tools for handling of dead or sick fishes shall be provided.			
⑦ Farming tank shall be identified to show the tank number, farming start date, the number of fishes, size and others.			
⑧ Each farming tank shall be periodically checked and such checks shall be recorded.			
⑨ Facilities, utensils and others likely to come into direct or indirect contact with fishery products shall be controlled in the sanitary manner.			
⑩ Water used in farming shall be suitable for protection of human health.			
⑪ Water quality shall be periodically tested by national authorities or other accredited organizations and test results shall be maintained.			
2. Sanitation controls of drugs and others			
① There shall be sufficient space with a locking system for storage of aquatic animal drugs and quasi-drugs.			

② Records on purchase and use of individual drugs or quasi-drugs shall be maintained.			
③ Individual drugs and quasi-drugs shall be labeled with product names, uses, expiry periods and others.			
④ For each farming tank, records on use of aquatic animal drugs shall be maintained.			
⑤ Drugs used in farming shall be those approved in the Republic of Korea.			
⑥ There shall be devices for use of drugs and the specified dosage and administration instructions shall be followed.			
⑦ Washout periods and expiry periods shall be followed.			
3. Sanitation controls of distribution			
① For each farming tank, production and distribution amounts shall be recorded.			
② Fishery products to be distributed shall be periodically tested for animal drug residues and others and test results shall be maintained.			
③ Prior to distribution, washout periods shall be checked in consideration of drugs and others used and such checks shall be recorded.			

Overall evaluation	Final judgment		<Description of violations and needed improvements>
	Percentage	%	
	No. of "Non-compliant" major items		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

D. Utensils or containers / packaging materials facilities

Importer	Name:	Owner: (seal)
	Address:	
	Contact:	e-mail

Foreign food facility	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment			
① Buildings shall be located at a place distant from contaminant-generating facilities so that food products are not adversely affected by livestock waste water, sewage, chemicals and other contaminants. * This may not apply when buildings are in the closed system and air handling systems are provided or when measures are provided to prevent potential contamination.			
② Buildings shall be structured so as to maintain temperature levels appropriate for characteristics of utensils or containers / packaging materials processed there and to provide adequate ventilation.			
③ Building materials shall not adversely affect and contaminate food products.			
2. Sanitation controls of working areas			
① Working areas shall be in independent buildings or separated from those for other purposes (such as offices).			
② Working areas shall be designed to prevent potential introduction of contaminants or rainwater from the outside.			
③ Ventilation systems shall be sufficiently provided to assure removal of bad smells, hazardous gases, smokes, vapors and others generated in working areas.			
④ Rooms needed for manufacture / processing (such as raw material processing rooms, production / processing rooms, packaging rooms, and storage rooms) shall be separated or segregated. * This may not apply when it is deemed unnecessary to have separation or segregation owing to automation of production processes or others.			
⑤ Working area's internal structures, walls, floors, ceilings, air supplies/exhausts, windows and others shall be durable and corrosion-resistant and facilitate cleaning and disinfection.			
⑥ In order to prevent contamination with molds and others, working			

area's inner walls shall be treated with bright-colored, water-resistant materials or paint, or bacteria-prevention paint to the extent of 1.5 meter from the floor.			
⑦ Working area's floor shall be treated with concrete or other materials to assure water-resistance and have no cracks or stagnant water. Drain trap shall be provided. * This may not apply if drain is not needed owing to special characteristics of facilities or products.			
⑧ Rooms where powders are handled shall have equipment to effectively control dispersion of powders.			
3. Sanitation controls of facilities used in processing			
① Equipment and utensils used in manufacture / processing shall be maintained and controlled in the sanitary manner at all times.			
② Parts coming into direct contact with utensils or containers / packaging materials shall be harmless to human bodies and made of sanitary, water-resistant materials (such as stainless steel, aluminum, FRP, and Teflon) that can be easily cleaned, disinfected or sterilized.			
4. Sanitation controls of toilet facilities			
① Flush-type toilets with sewage treatment tank shall be provided at areas not affecting working area. * This may not apply, if there are toilets in the neighboring area and they can be conveniently used.			
② Toilets shall be treated with concrete or other materials to assure water-resistance and their floors and walls (to the extent of 1.5 meter from the floor) shall be finished with tiles or water-resistant paints.			
5. Sanitation controls of manufacture / processing			
① Food-handling rooms (raw material storage rooms, manufacturing / processing rooms, packaging rooms and others) shall be maintained and controlled in the clean manner at all times.			
② Water used in facilities for manufacture / processing shall be suitable for human consumption.			
③ Manufacture / processing shall be conducted in a manner of avoiding potential mix-up of foreign materials.			
④ Compounding of raw materials and inactive substances shall be performed according to the compounding ratio specified in the standard production document.			
⑤ All activities from use of raw materials to production of finished products shall be recorded and such records shall be maintained.			
6. Sanitation controls of raw materials / products and warehouses			
① Quality of raw materials and other materials (such as inactive substances and packaging materials) used in the manufacture / processing shall be verified through review of certificates of analysis or others, or testing against the established specifications and standards.			
② Raw materials and other materials used in the manufacture / processing shall be periodically examined and records shall be maintained.			

③ Finished products shall be periodically examined and records shall be maintained. (When examinations are outsourced to external laboratories, certificates of analysis shall be maintained.)			
④ Surfaces coming into direct contact with food products shall not be printed.			
⑤ Raw materials and other materials shall be controlled off the wall and others.			
⑥ Raw materials and other materials shall be stored and controlled in separation from products.			
7. Sanitation controls of laboratory operations			
① There shall be a laboratory to examine raw materials or products. (This may not apply, if examination activities are outsourced to external laboratories.)			
② Examinations (raw materials, inactive substances and products) shall be performed according to in-house specifications. In such instance, in-house specifications shall satisfy regulatory specifications.			
③ Examination records shall include information on sample name, date of manufacture (or lot number), date of examination, examination items, results and sign of the person who makes judgment.			
④ Analytical equipment and apparatus shall be periodically calibrated. If such calibration is conducted by the manufacturer, calibration results shall be recorded and maintained. If calibration is outsourced to external calibration laboratories, calibration documents shall be obtained and retained.			
8. Other sanitation controls			
① There shall be department and personnel for efficient withdrawal of rejected materials.			
② Operators responsible for withdrawal shall fully understand withdrawal procedures and methods.			
③ Withdrawal program describing methods and procedures for withdrawal of rejected materials or returned products shall be established and followed and records shall be maintained and retained.			
③ Appropriate methods, such as lot control system, shall be employed to assure tracking of rejected products.			
④ There shall be department and personnel responsible for handling of customer complaints relating to any distributed or sold products.			
⑤ Records on customer complaints relating to any distributed or sold products shall be maintained.			

Overall evaluation	Final judgment		<Description of violations and needed improvements>
	Percentage	%	
	No. of "Non-compliant" major items		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
For on-site inspection in accordance with Paragraph ④, Article 7 and Paragraph ③, Article 8 of the Act and sanitation evaluation in accordance with Paragraph ②, Article 18: "Compliant", when it is greater than or equal to 85% and "Non-compliant", when it is less than 85%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

[Annex 3]

Checklists for Foreign Establishments (relating to Article 4)

1. Mammals slaughterhouses

A. General information

○Name of slaughterhouse	
○Address	
○Owner's name	
○Sanitation manager	○ Name : ○ Phone No. : ○ E-mail :
○Established date	
○Registration No. or EST No	
○Registration date	
○Date of designation for export	
○Species	
○Other type of business	<input type="checkbox"/> processing, <input type="checkbox"/> storing, <input type="checkbox"/> other ()
○Average No. of slaughter per day	○heads/species (/)
○Average No. of slaughter per hour	○heads/species (/)
○Average daily slaughter capacity	○heads/species
○Area of precooling rooms	○(m ²)
- Storage capacity (one time)	○(carcass)
○Number of inspector	Total :
- Veterinarian	○ Central government: ○ Regional government: ○ Company:
- Meat inspector	○ Central government: ○ Regional government: ○ Company:
○Number of lab. analysts	
○Number of employees	
○Working days per week	
- No. of shift per day	
- Working hours per shift	
○Other countries approved for export (other than the Republic of Korea)	
○Attached documents	Please attach the process flow chart with CCPs.

B. Checklists

Foreign establishment	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment / facilities			
① The slaughterhouse shall be located at a place distant from wastes incineration facilities, animal farms and other environmental pollution facilities. * This may not apply when it is in a closed system and air handling systems are provided or when measures are provided to prevent potential contamination.			
② Barriers, such as fences, shall be provided to assure that the inner part of the slaughterhouse is not seen from the outside.			
③ In order to restrict generation of dusts, the slaughterhouse-access road, parking lot, areas between buildings and others shall be paved.			
⑧ The slaughterhouse shall have the holding pens, ante-mortem inspection areas, isolation pens, working rooms, laboratories, disinfection preparation rooms, waste water treatment system, waste treatment system, raw hide treatment rooms, refrigeration/freezing rooms, facilities for cleaning and disinfection of animal transport vehicles, gowning rooms, bathrooms, resting rooms and others.			
⑨ Animal holding pens, ante-mortem inspection areas, isolation pens and working rooms shall be finished with concrete or other materials to assure water-resistance.			
⑥ Floors of animal holding pens, ante-mortem inspection area, isolation pen and working room shall be finished with hard materials to prevent potential slipping.			
⑦ Floors of animal holding pen, ante-mortem inspection area, isolation pen and working room shall be sloped (about 1/100) to assure good drainage.			
⑧ The slaughterhouse shall be classified into clean area and general area.			
2. Sanitation controls of animal transport and holding			
① There shall be segregated animal holding pens for different animal species.			
② Animal holding pens shall have doors to control access of people and animals.			
③ Animal holding pens shall have the light intensity of at least 110 lux.			
④ Animal holding pens shall have the shower system to wash animals.			

⑤ Animal holding pens shall have the water supply system for animals.			
⑥ There shall be facilities for cleaning and disinfection of animal transport vehicles.			
⑦ Electric goad or others that may damage animals shall not be used.			
3. Sanitation controls of working rooms (slaughter room, carcass processing room and viscera processing room)			
① Working rooms shall be divided into slaughter room, carcass processing room and viscera processing room.			
② Access to buildings where food products are handled shall be restricted to avoid unauthorized access.			
③ Doors shall have air curtains or be operated in automatic or semiautomatic manner.			
④ Areas between floor and wall and between walls (to the extent of 1.5 m from the floor) shall be rounded.			
④-1 Floors and walls shall be finished with tiles, concrete, and other materials to facilitate operation and cleaning.			
④-2 Ceilings shall be made of water-resistant materials to avoid attachment of foreign materials, dusts and others.			
⑤ Working rooms shall have day lighting or artificial lighting system to assure appropriate light intensity level for operations and inspections (greater than or equal to 220 lux; greater than or equal to 540 lux recommended for meat inspection room).			
⑤-1 For lighting fixtures, appropriate preventive measures shall be provided to avoid potential contamination with falling materials, when they are broken.			
⑥ Working rooms shall have pest control system. In addition, devices to avoid entry of rodents and others (appropriate size to block entry of rodents) shall be provided at drains.			
⑥-1 Ventilation systems shall be sufficiently provided to assure removal of bad smells, hazardous gases, smokes, vapors and others.			
⑦ Working rooms shall be appropriately controlled to prevent condensed water.			
⑧ Drains shall be designed as the underdrainage system and traps (such as U-shaped line) shall be provided to prevent backflow of smells.			
⑨ Working rooms shall be maintained at below 15°C. In such instance, temperature level shall be checked at a place where finally washed carcass is located. If final washing is conducted with steam, this may not apply.			
⑩ There shall be a system to supply hot water of at least 83°C.			
⑪ Ceiling I-beams shall be installed to assure that carcass does not contact the floor. (Working rooms: more than 30 cm from the floor, refrigeration/freezing rooms: more than 10 cm recommended)			
⑪-1 I-beams of working rooms or refrigeration/freezing rooms shall be installed so as to connect to the meat transport vehicle's loading ramp.			

⑫ If water is used in washing, it shall be suitable for human consumption and water quality shall be periodically tested.			
⑬ Equipment and utensils coming into direct contact with carcass shall be made of corrosion-resistant materials that can be easily cleaned and disinfected.			
⑭ In order to prevent cross-contamination, working lines shall be positioned in the straight line. (This may not apply, when a system for adjustment of air flow is provided, contaminated areas and non-contaminated areas are separated by walls, and partitions are provided to prevent potential contamination of carcass.)			
⑮ If slaughterhouse has the boning/trimming room, it shall be segregated from working rooms.			
⑮-1 Boning/trimming room shall have the carcass hanging system, boning workstation and hot water system ($\geq 83^{\circ}\text{C}$).			
⑯ Slaughter room shall have the system to assure sufficient bleeding from the suspended carcass.			
⑯-1 If it is intended to use blood for human consumption or in the manufacture of foods / medicinal products, there shall be equipment for sanitary processing of blood.			
⑰ Working rooms shall have the power saw to cut carcass and the carcass washing system.			
⑰-1 In order to minimize use of water, it is recommended to employ steam-based washing at the final washing of carcass.			
⑱ Personnel engaged in slaughter or carcass processing and viscera processing shall perform the assigned operations at specific areas. If deemed unnecessary, they shall follow sanitation procedures before entering other areas.			
4. Sanitation controls of ante-mortem inspection			
① Ante-mortem inspection room shall be placed near the working rooms.			
② There shall be fixation system and lighting fixture for ante-mortem inspection.			
⑩ Ante-mortem inspection room shall have day lighting or artificial lighting system to assure the light intensity of at least 220 lux.			
④ There shall be a segregated path for animals between ante-mortem inspection room and working room.			
⑤ Ante-mortem inspection shall be performed at ante-mortem inspection room after holding of animals at animal holding pen for a certain period of time.			
⑤-1 Government veterinarians (inspection officials) or government-appointed veterinarians shall perform ante-mortem inspection according to procedures and methods appropriate for individual animal species.			
⑥ Animals found to have problems in ante-mortem inspection shall be quarantined and applicable procedures, including re-inspection, shall be followed.			
5. Sanitation controls of animal slaughter			
① In order to prevent cross-contamination between contaminated area and non-contaminated area, working line shall be placed in the			

straight line or walls, partitions or air handling systems shall be provided.			
② Personnel working at slaughter room shall not be allowed to go to other rooms. If such movement is necessary, sanitation measures, such as change of sanitary equipment, shall be taken.			
③ Slaughter shall be performed, while animals are suspended or do not contact the floor.			
③-1 Carcass shall be sanitarily cut with the power saw.			
④ In principle, bleeding shall be performed, while the rear legs are hung. Bleeding shall be sufficiently performed.			
⑤ Prior to slaughter, dirt shall be removed from animal bodies and they shall be washed with water.			
⑤-1 In order to prevent potential cross-contamination arising from dirt remained on carcass, hand, knives and others, appropriate actions, such as disinfection, shall be taken.			
⑤-2 During slaughter and processing, carcass shall be protected from potential contamination with feces or visceral contents.			
⑥ Head-cutting area and hide-removal area shall have hot water system ($\geq 83^{\circ}\text{C}$) to disinfect knives and others.			
⑦ Knives and others used at head-cutting area and hide-removal area shall be disinfected at frequencies specified in SSOP.			
⑧ Inspection officials (inspection operators) shall perform post-mortem inspection of heads according to the post-mortem inspection procedures.			
⑨ Hides and hairs shall be removed or pulled out in the sanitary manner appropriate for individual animals.			
⑩ After final washing, carcass shall be moved in the sanitary manner to avoid potential contact with walls, floors or equipment.			
⑪ Sterilizing and disinfecting agents used in carcass and other livestock products shall be those approved for use in food products.			
6. Sanitation controls of post-mortem inspection			
① Each line hanging carcass shall have carcass meat inspection table and viscera inspection table.			
② Inspection table shall be of sufficient size to allow more than two operators to perform inspection.			
③ Inspection table shall be located at a place to allow effective inspection or inspection table shall be designed to allow inspectors to make adjustment during inspection.			
④ Carcass meat and viscera shall be inspected by government veterinarians (inspection officials) or qualified inspection operators under the supervision of such government veterinarians.			
⑤ Inspection officials shall perform post-mortem inspection of viscera and carcass meat according to the established post-mortem procedures.			
⑥ Carcass meat and viscera derived from the same animal shall be inspected at the same time or labelling or other appropriate means shall be employed to enable identification of carcass meat and			

viscera from the same animal.			
⑦ Any carcass meat or viscera found to be unacceptable in post-mortem inspection shall be moved to the line or place other than that for normal products and they shall be discarded, partially discarded, disinfected or analyzed at laboratory according to the established procedures.			
7. Sanitation controls of viscera processing			
① Viscera processing room shall have facility / equipment to cool viscera.			
①-1 There shall be a separate viscera processing room in working area.			
①-2 Viscera processing room shall be connected to the viscera inspection table.			
② Viscera processing room shall have the viscera processing table, viscera transfer device, tank for storage of cleaning water and tank for storage of wastes to be discarded.			
②-1 Viscera processing table, viscera transfer device and tank for storage of cleaning water shall be made of stainless steel or other equivalent or higher materials.			
③ Viscera shall be handled in the sanitary manner to prevent potential contact with floor.			
8. Sanitation controls of refrigeration / freezing rooms			
① Walls of refrigeration / freezing rooms shall be made of water-resistant and non-toxic materials.			
①-1 Refrigeration room's temperature shall be maintained at below 10°C			
② Refrigeration / freezing room's hanging system shall be installed to assure that carcass does not contact floor, wall or other carcass.			
③ I-beams of refrigeration/freezing rooms shall be installed so as to connect to the meat transport vehicle's loading ramp.			
④ Surface of carcass hung at refrigeration / freezing room shall be protected from potential contamination with feces.			
⑤ Surface of carcass hung at refrigeration / freezing room shall be controlled to minimize attachment of foreign materials, such as grease.			
⑥ Refrigeration room shall be maintained at -2°C~10°C and freezing room shall be maintained at below -18°C			
⑦ Refrigeration / freezing room's temperature levels shall be periodically monitored and monitoring records shall be maintained.			
⑧ Refrigeration / freezing room shall be constructed to allow temperature control.			
⑨ Rapid cooling system shall be provided to assure rapid cooling of carcass.			
⑩ In order to check refrigeration / freezing room's temperatures without opening, the thermometer shall be installed at the outside. (including temperature monitoring at the central control room)			

⑪ Refrigeration / freezing room shall be maintained in a clean condition.			
⑫ While refrigeration (freezing) room is opened, operations shall not be performed.			
9. Sanitation controls of distribution			
① Distribution room shall be distinguished from the outside.			
② Distribution room shall have the pest control system to prevent potential introduction of insects and rodents and it shall be periodically controlled.			
③ Distribution room shall be constructed with concrete or other similar materials to facilitate operations and cleaning.			
④ Distribution room shall be maintained at below 15°C.			
⑤ Meat products shall be immediately loaded onto meat transport vehicles.			
⑥ Meat shall be handled and transported in the sanitary manner.			
⑦ Vehicle's loading chamber shall be maintained in the clean condition at all times.			
⑧ Prior to loading of meat, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature level.			
⑨ Refrigeration or freezing condition shall be maintained during transport of meat.			
10. Sanitation controls of personnel			
① Personnel shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions.			
①-1 Personnel who wear sanitary working garments and others shall not go out of working area.			
② When working area is classified (such as general area and clean area), different operators shall work at different areas and cross-working shall not be allowed.			
③ When an operator intends to go to toilet during operation, apron and gloves shall be taken off.			
④ Smoking, eating and chewing shall not be allowed during operation.			
⑤ Personnel engaged in handling of livestock products shall not wear any watch, ring, earring, hairpin and other accessories.			
⑥ Personnel shall wash hands at the time of entry/exit.			
⑦ In order to prevent potential cross-contamination of livestock products, personnel shall frequently clean / disinfect hands, gloves, knives, processing table and others during operation.			
⑧ Any persons who have or are suspected to have transmissible disease shall not be allowed to perform operations.			
⑨ Any persons who have injuries, lesions and others on arms and open parts shall not be allowed to perform operations.			

⑩ All personnel engaged in handling of livestock products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained.			
11. Sanitation controls of laboratory operations			
① There shall be a microbiological laboratory with human resources, apparatus, equipment, reagents and others needed for microbiological examinations.			
② Analysts responsible for microbiological examinations shall have a major in food safety or receive appropriate education / training.			
③ Laboratory operators shall periodically receive education / training in examination operations and records shall be maintained.			
④ Random samples shall be taken from carcass and examined for salmonella. Examination results shall be maintained for more than 6 months.			
12. Other sanitation controls			
① Gowning room shall be separately placed near working area.			
② Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition.			
②-1 Gowning room shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination.			
③ Toilets shall be located at a place not affecting working area.			
④ Toilets shall have hand-washing facility, pest control system and ventilation facility.			
⑤ Toilets shall have semi-automatic or automatic faucet for hand-washing to prevent potential contamination.			
⑥ For disinfection chemicals maintained at the disinfection preparation room, instructions for use shall be provided and records on use and control of such chemicals shall be maintained.			
⑦ Appropriate waste water treatment system that complies with requirements shall be provided and operated.			
⑧ If purified water is used (except water for cleaning of floor), water quality shall be periodically tested.			
⑨ Knives, utensils, saws and others used in cutting and trimming operations shall be frequently cleaned / disinfected with hot water ($\geq 83^{\circ}\text{C}$).			
⑩ Disinfection system for animal transport vehicles shall be located to assure cleaning / disinfection of vehicles, while vehicles do not turn after unloading of animals.			
⑪ Any foreign materials, such as soils, meat residues, hairs and metals, and hazardous substances, such as cleaning agents, shall be removed from surfaces of apparatus, tools and others coming into direct contact with livestock products.			

⑫	Those not suitable for human consumption or to be discarded shall be controlled in separation from meat.			
⑬	In order to prevent any residual feces in the scalding facility's water tank and the viscera cleaning water tank, water shall be frequently exchanged.			
⑭	If underground water (not city water) is used, it shall be suitable for human consumption.			
⑭-1	If underground water (not city water) is used, water quality shall be periodically tested and records shall be maintained.			
13. General sanitation control practices (SSOP)				
①	SSOPs shall be prepared, maintained and followed as follows:			
0	SSOPs for control of working areas (maintenance / repair of working areas, visitors access control, pest controls, control of water (underground water), control of wastes and waste water treatment system, and others)			
0	SSOPs for sanitation controls (cleaning place, cleaning frequency, cleaning methods, chemicals and tools for cleaning operations, evaluation after cleaning, control of health conditions, specifications and use of working garments, disinfectant tank's check frequency and methods, handling and use of chemicals in working area and others)			
0	SSOPs for inspection of carcass			
0	SSOPs for control of facilities, equipment, tools and others, including refrigeration / freezing systems			
②	Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.			
③	When any deviations are found, improvements shall be initiated. (Improvements shall include improvement of sanitary conditions through removal of contaminants, development of actions to prevent recurrence and appropriate disposal of affected products.)			
④	If an SSOP is changed or if revision of SSOP is deemed necessary after in-house evaluation, revision history shall be recorded and signed by responsible persons.			
⑤	Business operators shall establish sanitation training plan, conduct training of personnel and maintain training records.			
⑥	Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, make the business operator immediately complete corrections / improvements.			
14. HACCP				
①	HACCP documents comprising the following aspects shall be prepared and maintained.			
-	Organization of HACCP team, product description, process flow (process flow chart, floor plan, materials/personnel flow, ventilation, drainage and others), hazard analysis, determination of CCPs, establishment of critical limits, establishment of monitoring systems, development of corrective actions, verification procedures and			

methods, documentation and record-keeping, HACCP plan, training plan			
② Organization of HACCP team and assignment of responsibilities and authorities of individual teams / team members shall be documented in detail and in a practical manner.			
③ Product description shall be prepared for all products manufactured.			
③-1 Specifications for finished products shall be prepared on the basis of regulatory specifications and in-house specifications.			
③-2 In-house specifications for finished products shall be based on validation of critical limits for critical control points.			
④ Process flow chart shall include processing steps and conditions according to the process flow.			
⑤ Floor plan shall be prepared to establish areas so as to prevent cross-contamination between rooms.			
⑥ Personnel flow shall be designed to assure efficient movement through areas.			
⑦ Ventilation system shall be designed to assure air flow from clean area to general area or to have independent ventilation.			
⑧ Drainage system shall be designed to assure drain flow from clean area to general area or to have independent drainage.			
⑨ Potential hazards shall be identified for individual raw materials, inactive substances and processing steps.			
⑩ Critical control points (CCPs) shall be logically established on the basis of process analysis and risk analysis.			
⑫ Based on results from validation of CCPs, critical limits (lower and upper limits) shall be established.			
⑬ Monitoring procedures and methods shall be provided to allow effective observation and recording of critical limits.			
⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.			
⑬-2 Monitoring operators shall fully understand monitoring procedures and methods.			
⑬-3 Monitoring instruments for CCPs (balances, thermometers, clocks, standards and others) shall be calibrated and calibration records shall be maintained.			
⑭ Corrective action plans including those to be taken when critical limits are exceeded and equipment is out of order shall be prepared.			
⑭-1 Operators responsible for corrective actions shall immediately take corrective actions according to the established procedures and methods (analysis and elimination of root causes, recovery of CCPs to normal conditions, development of measures to prevent recurrence, and disposal of affected products) and shall maintain records.			
⑭-2 Operators responsible for corrective actions shall fully understand methods for corrective actions.			
⑮ Verification procedures and methods shall be established to cover validation and implementation aspects.			

⑮-1 Verifications shall be performed more than once a year according to verification procedures and methods and verification results shall be maintained.			
⑯ Establishment / revision of HACCP documents shall be dated and signed by responsible persons and revision history shall be documented.			
⑰ Education / training plan shall be established to include the trainees, contents, evaluation methods and others.			
⑰-1 Education / training shall be performed according to the established frequency and records shall be maintained.			
⑱ Government authority shall regularly investigate and evaluate companies to verify compliance with HACCP requirements.			
⑲ HACCP-related records shall be maintained for 2 years.			

Overall evaluation	Total score		<Description of violations and needed improvements>
	Percentage	%	
	Final judgment		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

2. Poultry slaughterhouses

A. General information

○Name of slaughterhouse	
○Address	
○Owner	○ Name :
○Sanitation manager	○ Name : ○ E-mail : ○ Phone No. :
○Established date	
○Registration No. or EST No	
○Registration date	
○Date of designation for export	
○Species	
○Other type of business	[] processing, [] storing, [] other ()
○Average No. of slaughter per day	○heads/species (/)
○Average No. of slaughter per hour	○heads/species (/)
○Average daily slaughter capacity	○heads/species
○ Area of precooling rooms	○(m ²)
- Storage capacity (one time)	○(carcass)
○Number of inspector	Total :
- Veterinarian	○ Central government: ○ Regional government: ○ Company:
- Meat inspector	○ Central government: ○ Regional government: ○ Company:
○Number of lab. analysts	
○Number of employees	
○Working days per week	
- No. of shift per day	
- Working hours per shift	
○Other countries approved for export (other than the Republic of Korea)	

○Attached documents	Please attach the process flow chart with CCPs.
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B. Checklists

Foreign establishment	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment / facilities			
① Slaughterhouse shall be located at a place distant from wastes incineration facility, animal farm and other environmental pollution facilities. * This may not apply when it is in the closed system and air handling systems are provided or when measures are provided to prevent potential contamination.			
② Barriers, such as fences, shall be provided to assure that the inner part of the slaughterhouse is not seen from the outside.			
③ In order to restrict generation of dusts, the slaughterhouse-access road, parking lot, areas between buildings and others shall be paved.			
④ Slaughterhouse shall have the holding pens, killing and bleeding room, working room, laboratory, packaging room, disinfection preparation room, waste water treatment system, waste treatment system, refrigeration/freezing room, facility for cleaning and disinfection of animal transport vehicles, gowning room, bathroom, resting room and others.			
⑤ Animal holding pen, killing and bleeding room and working room shall be finished with concrete or other materials to assure water-resistance.			
⑤-1 Floors of animal holding pen, killing and bleeding room and working room shall be sloped (about 1/100) to assure good drainage.			
⑥ Slaughterhouse shall be classified into clean area and general area.			
2. Sanitation controls of animal transport and holding			
① Animal holding pens shall have doors to assure access control.			
② Animal holding pens shall be connected to the poultry input line and they shall be in the open structure.			
②-1 Animal holding pens shall be of sufficient size to accommodate poultry transport vehicles or containers.			
③ Animal holding pens shall have the light intensity of at least 110 lux.			

④ Animal holding pens shall have the light shading, ventilation and water sprinkling facilities.			
⑤ Animal holding pen's floor shall be water-resistant and non-slippery, and assure good drainage.			
⑥ There shall be facilities for cleaning and disinfection of animal transport vehicles.			
⑦ Electric goad or others that may damage animals shall not be used.			
3. Sanitation controls of working rooms			
① Access to buildings where food products are handled shall be restricted to avoid unauthorized access.			
①-1 Personnel working at individual rooms shall not be allowed to go to other rooms.			
①-2 If it is necessary to allow personnel to go to other rooms, sanitation measures, such as change of sanitary equipment, shall be taken.			
② Doors shall have air curtains or be operated in automatic or semiautomatic manner.			
③ Areas between floor and wall and between walls (to the extent of 1.5 m from the floor) shall be rounded.			
③-1 Floors and walls shall be finished with tiles, concrete, and other materials to facilitate operation and cleaning.			
③-2 Ceilings shall be made of water-resistant materials to avoid attachment of foreign materials, dusts and others.			
③-3 Ventilation systems shall be sufficiently provided to assure removal of bad smells, hazardous gases, smokes, vapors and others.			
③-4 Working rooms shall be appropriately controlled to prevent condensed water.			
③-5 Working rooms shall have pest control system. In addition, devices to avoid entry of rodents and others (appropriate size to block entry of rodents) shall be provided at drains.			
③-6 Drains shall be designed as the underdrainage system and traps (such as U-shaped line) shall be provided to prevent backflow of smells.			
③-7 For lighting fixtures, appropriate preventive measures shall be provided to avoid potential contamination with falling materials, when they are broken.			
①①-8 Working rooms shall have day lighting or artificial lighting system to assure appropriate light intensity level for operations and inspections (greater than or equal to 220 lux; greater than or equal to 540 lux recommended for inspection room).			
④ There shall be air-conditioning system to assure that working area's temperature levels are maintained at below 15°C.			
⑤ Scalding, plucking, defeathering, evisceration, carcass cutting and chilling facilities shall be installed to assure continuous operations.			
⑤-1 Each evisceration line shall have carcass inspection table.			
⑤-2 Evisceration line shall have conveyor-type viscera movement machine or workstation.			

⑤-3 Viscera processing table, viscera movement device, tank for storage of cleaning water and others shall be made of stainless steel or other equivalent or higher materials.			
⑤-4 Plucking facility shall have the conveyor-type / mobile-type plucking machine or automatic plucking machine.			
⑤-5 Scalding facility shall have the conveyor-type, continuous scalding machine or automatic scalding machine.			
⑤-6 In order to assure continuous operations, automatic slaughtering machine shall be installed.			
⑤-7 Inspection table shall maintain the inspection speed appropriate for slaughtering speed. (up to 2,500 heads per hour recommended).			
⑥ Equipment and utensils coming into direct contact with carcass shall be made of corrosion-resistant materials (such as stainless steel) that can be easily cleaned and disinfected.			
⑦ Water used in cleaning shall be suitable for human consumption and water pressure and cleaning time shall be established and followed.			
⑧ Working room shall have water supply system enough to perform cleaning and other operations.			
⑧-1 Water shall be city water or suitable for human consumption. Water quality shall be periodically tested and test results shall be maintained.			
⑨ Temperature of water used in scalding shall be appropriately maintained to prevent cooling of poultry meat.			
⑨-1 Fresh water shall be periodically added during scalding to assure maintenance of clean condition at all times.			
⑩ Poultry meat shall be chilled to below 5°C within the specified time. (≤ 1.8 kg: 4 hours, < 3.6 kg: 6 hours, ≥ 3.6 kg: 8 hours)			
⑩-1 Poultry meat shall be maintained at below 5°C before packaging.			
⑪ Cold-air, water, or ice-based chilling system shall be installed.			
⑪-1 Chilling system's temperature shall not exceed 15°C			
⑪-2 Water in chilling tank shall meet the requirements for drinking water.			
⑪-3 Water in chilling tank shall be free of any suspended matters. If chlorine is used, the established procedures shall be followed.			
⑫ There shall be automatic systems for removal of anus, cloaca, removal of lung, withdrawal of respiratory duct and esophagus, cleaning of inner and outer parts, and removal of viscera.			
4. Sanitation controls of ante-mortem inspection			
① Government veterinarians (inspection officials) or government-appointed veterinarians (inspection officials) shall inspect animal groups according to appropriate procedures and methods (animal's postures and behaviors).			
② For animals showing abnormal conditions in inspection of animal groups, each animal shall be examined on ante-mortem inspection table according to the established procedures.			
②-1 Inspection of animal groups shall focus on postures and behaviors and be performed at the slaughterhouse's animal holding pen.			

②-2 Inspection of individual animals shall be conducted for animals showing abnormal conditions in inspection of animal groups. Feathers, eyelids, nasal cavity, anus and others shall be examined on ante-mortem inspection table in the slaughterhouse.			
③ When inspection results indicate the presence or suspected presence of animal diseases, inspection officials shall prohibit slaughter.			
④ Ante-mortem inspection table shall be installed near the slaughter/bleeding room.			
⑤ Ante-mortem inspection room shall have lighting fixtures to assure the light intensity of at least 220 lux.			
5. Sanitation controls of animal slaughter			
① Slaughter shall be performed, while animals are suspended or do not contact the floor.			
② If diseases are suspected, animals died during transport animals are severely damaged, or animals are not considered to be suitable for human consumption, slaughter shall not be conducted.			
6. Post-mortem inspection			
① Post-mortem inspection shall be performed by government veterinarians (inspection officials) or qualified inspection operators under the supervision of government veterinarians (inspection officials).			
② Carcass meat and viscera shall be inspected by inspection officials according to the post-mortem inspection procedures.			
③ Any carcass meat or viscera found to be unacceptable in post-mortem inspection shall be moved to the place other than that for normal products and they shall be discarded or analyzed at laboratory according to the established procedures.			
7. Sanitation controls of laboratory operations.			
① There shall be a microbiological laboratory with apparatus, equipment, reagents and others needed for microbiological examinations.			
② Analysts responsible for microbiological examinations shall have a major in food safety or receive appropriate education / training.			
③ Laboratory operators shall periodically receive education / training in examination operations and records shall be maintained.			
④ Random samples shall be taken from meat and examined for salmonella. Examination results shall be maintained for more than 6 months.			
8. Sanitation controls of refrigeration / freezing rooms			
① Walls of refrigeration / freezing rooms shall be made of water-resistant and non-toxic materials.			
② Refrigeration / freezing room's hanging system shall be installed to assure that livestock products do not contact floor, wall or other livestock products.			
③ Refrigeration room shall be maintained at -2°C~ 5°C and freezing			

room shall be maintained at below -18°C			
④ Refrigeration / freezing room's temperature levels shall be periodically monitored and monitoring records shall be maintained.			
⑤ Refrigeration / freezing room shall be constructed to allow temperature control.			
⑥ In order to check refrigeration / freezing room's temperatures without opening, the thermometer shall be installed at the outside. (including temperature monitoring at the central control room)			
⑦ Refrigeration / freezing room shall be maintained in a clean condition.			
9. Sanitation controls of distribution			
① Distribution room shall be distinguished from the outside.			
② Distribution room shall have the pest control system to prevent potential introduction of insects and rodents and it shall be periodically controlled.			
③ Distribution room shall be constructed with concrete or other similar materials to facilitate operations and cleaning.			
④ Distribution room shall be maintained at below 15°C.			
⑤ Meat products shall be immediately loaded onto meat transport vehicles.			
⑥ While refrigeration (freezing) room is opened, operations shall not be performed.			
⑦ Meat shall be handled and transported in the sanitary manner.			
⑧ Vehicle's loading chamber shall be maintained in the clean condition at all times.			
⑨ Prior to loading of meat, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature level.			
⑩ Refrigeration or freezing condition shall be maintained during transport of meat.			
10. Sanitation controls of personnel			
① Personnel shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions.			
② Personnel who wear sanitary working garments and others shall not go out of working area.			
③ When an operator intends to go to toilet during operation, apron and gloves shall be taken off.			
④ Smoking, eating and chewing shall not be allowed during operation.			
⑤ Personnel engaged in handling of livestock products shall not wear any watch, ring, earring, hairpin and other accessories.			
⑥ Personnel shall wash hands at the time of entry/exit.			

⑦	In order to prevent potential cross-contamination of livestock products, personnel shall frequently clean / disinfect hands, gloves, knives, processing table and others during operation.		
⑧	Any persons who have or are suspected to have transmissible disease shall not be allowed to perform operations.		
⑨	Any persons who have injuries, lesions and others on arms and open parts shall not be allowed to perform operations.		
⑩	All personnel engaged in handling of livestock products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained.		
⑪	When working area is classified (such as general area and clean area), different operators shall work at different areas and cross-working shall not be allowed.		
11. Other sanitation controls			
①	Gowning room shall be separately placed near working area.		
②	Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition.		
③	Toilets shall be located at a place not affecting working area.		
④	Toilets shall have hand-washing facility, pest control system and ventilation facility.		
⑤	Toilets shall have semi-automatic or automatic faucet for hand-washing to prevent potential contamination.		
⑥	For disinfection chemicals maintained at the disinfection preparation room, instructions for use shall be provided and records on use and control of such chemicals shall be maintained.		
⑦	Appropriate waste water treatment system that complies with requirements shall be provided and operated.		
⑧	If purified water is used (except water for cleaning of floor), water quality shall be periodically tested.		
⑨	Knives, utensils, saws and others used in cutting and trimming operations shall be frequently cleaned / disinfected with hot water ($\geq 83^{\circ}\text{C}$).		
⑩	Disinfection system for animal transport vehicles shall be located to assure cleaning / disinfection of vehicles, while vehicles do not turn after unloading of animals.		
⑪	Any foreign materials, such as soils, meat residues, hairs and metals, and hazardous substances, such as cleaning agents, shall be removed from surfaces of apparatus, tools and others coming into direct contact with livestock products.		
⑫	Those not suitable for human consumption or to be discarded shall be controlled in separation from meat.		
12. General sanitation control practices (SSOP)			
①	SSOPs shall be prepared, maintained and followed as follows:		
0	SSOPs for control of working areas (maintenance / repair of working areas, visitors access control, pest controls, control of		

	water (underground water), control of wastes and waste water treatment system, and others)			
0	SSOPs for sanitation controls (cleaning place, cleaning frequency, cleaning methods, chemicals and tools for cleaning operations, evaluation after cleaning, control of health conditions, specifications and use of working garments, disinfectant tank's check frequency and methods, handling and use of chemicals in working area and others)			
0	SSOPs for inspection of carcass			
0	SSOPs for control of facilities, equipment, tools and others, including refrigeration / freezing systems			
②	Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.			
③	When any deviations are found, improvements shall be initiated. (Improvements shall include improvement of sanitary conditions through removal of contaminants, development of actions to prevent recurrence and appropriate disposal of affected products.)			
④	If an SSOP is changed or if revision of SSOP is deemed necessary after in-house evaluation, revision history shall be recorded and signed by responsible persons.			
⑤	Business operators shall establish sanitation training plan, conduct training of personnel and maintain training records.			
⑥	If underground water (not city water) is used, it shall be suitable for human consumption.			
⑦	If underground water (not city water) is used, water quality shall be periodically tested and records shall be maintained.			
⑧	Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, make the business operator immediately complete corrections / improvements.			
13. HACCP				
①	HACCP documents comprising the following aspects shall be prepared and maintained. - Organization of HACCP team, product description, process flow (process flow chart, floor plan, materials/personnel flow, ventilation, drainage and others), hazard analysis, determination of CCPs, establishment of critical limits, establishment of monitoring systems, development of corrective actions, verification procedures and methods, documentation and record-keeping, HACCP plan, training plan			
②	Organization of HACCP team and assignment of responsibilities and authorities of individual teams / team members shall be documented in detail and in a practical manner.			
③	Product description shall be prepared for all products manufactured.			
③-1	Specifications for finished products shall be prepared on the basis of regulatory specifications and in-house specifications.			
③-2	In-house specifications for finished products shall be based on			

validation of critical limits for critical control points.			
④ Process flow chart shall include processing steps and conditions according to the process flow.			
⑤ Floor plan shall be prepared to establish areas so as to prevent cross-contamination between rooms.			
⑥ Personnel flow shall be designed to assure efficient movement through areas.			
⑦ Ventilation system shall be designed to assure air flow from clean area to general area or to have independent ventilation.			
⑧ Drainage system shall be designed to assure drain flow from clean area to general area or to have independent drainage.			
⑨ Potential hazards shall be identified for individual raw materials, inactive substances and processing steps.			
⑩ Critical control points (CCPs) shall be logically established on the basis of process analysis and risk analysis.			
⑫ Based on results from validation of CCPs, critical limits (lower and upper limits) shall be established.			
⑬ Monitoring procedures and methods shall be provided to allow effective observation and recording of critical limits.			
⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.			
⑬-2 Monitoring operators shall fully understand monitoring procedures and methods.			
⑬-3 Monitoring instruments for CCPs (balances, thermometers, clocks, standards and others) shall be calibrated and calibration records shall be maintained.			
⑭ Corrective action plans including those to be taken when critical limits are exceeded and equipment is out of order shall be prepared.			
⑭-1 Operators responsible for corrective actions shall immediately take corrective actions according to the established procedures and methods (analysis and elimination of root causes, recovery of CCPs to normal conditions, development of measures to prevent recurrence, and disposal of affected products) and shall maintain records.			
⑭-2 Operators responsible for corrective actions shall fully understand methods for corrective actions.			
⑮ Verification procedures and methods shall be established to cover validation and implementation aspects.			
⑮-1 Verifications shall be performed more than once a year according to verification procedures and methods and verification results shall be maintained.			
⑯ Establishment / revision of HACCP documents shall be dated and signed by responsible persons and revision history shall be documented.			
⑰ Education / training plan shall be established to include the trainees, contents, evaluation methods and others.			
⑰-1 Education / training shall be performed according to the established frequency and records shall be maintained.			

⑮ Government authority shall regularly investigate and evaluate companies to verify compliance with HACCP requirements.			
⑯ HACCP-related records shall be maintained for 2 years.			

Overall evaluation	Total score		<Description of violations and needed improvements>
	Percentage	%	
	Final judgment		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ⑫ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

3. Meat cutting and packaging plant

A. General information

○Name of slaughterhouse	
○Address	

○Owner	○ Name :
○Sanitation manager	○ Name : ○ Phone No. : ○ E-mail :
○Established date	
○Registration No. or EST No	
○Registration date	
○Date of designation for export	
○Approved work or operation	○species :
○Approved item	○Beef, Pork, Chicken, etc.
○Total amount of cut meat and carcass per day	○()kg(M/T)/()carcass/items
○Total amount of cut meat and carcass per hour	○()kg(M/T)/()carcass/items
○No. and area of chillers / freezers	○()m ² /() chillers ○()m ² /() freezers
- Area, capacity (once), and number of chillers	○()m ² /()kg(M/T)/()chillers
- Area, capacity (once), and number of freezers	○()m ² /()kg(M/T)/()freezers
○Number of inspector	○ Central government: ○ Regional government: ○ Company:
○ Number of employee	
○Working days per week	
- No. of shift per day	
- Working hours per shift	
○Other countries approved for export (other than the Republic of Korea)	
○Attached documents	Please attach process flow chart with CCPs.

B. Checklists

Foreign establishment	Name:	
	Owner: (seal)	Responsible manager: (seal)

	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment / facilities			
① Buildings shall be located at a place distant from contaminant-generating facilities so that livestock products are not adversely affected by livestock waste water, sewage, chemicals and other contaminants.			
② Buildings shall be structured so as to maintain appropriate temperature levels and to provide adequate ventilation.			
③ Building materials shall not adversely affect and contaminate livestock products.			
2. Sanitation controls of working area			
① Working areas (raw material storage room, meat processing room, packaging room and others needed for meat cutting/packaging) shall be in independent buildings or separated or segregated from facilities for other purposes.			
② Access to buildings where food products are processed shall be restricted to avoid unauthorized access.			
③ Working area's floor shall be treated with concrete or other materials to assure water-resistance and good drainage.			
④ Surfaces of inner walls and ceilings shall be smooth so as to avoid accumulation of foreign materials and dusts.			
⑤ Working area's inner walls shall be treated with bright-colored, water-resistant materials or bacteria-prevention paint to the extent of 1.5 meter from the floor.			
⑥ Working area shall have the light intensity of at least 220 lux. * Except those where handling of raw materials or cutting / packaging of meat is not conducted.			
⑦ Ventilation systems shall be provided to assure removal of bad smells generated in working areas.			
⑧ Working areas shall have pest control system. In addition, devices to avoid entry of rodents and others (appropriate size to block entry of rodents) shall be provided at drains.			
⑨ Working areas shall be maintained at below 15°C.			
⑨-1 In order to maintain working area's temperature at below 15°C, temperature controlling system shall be provided.			
⑩ There shall be systems to supply city water or water suitable for human consumption.			
⑪ Water used in cleaning of equipment, utensils and others for handling of raw materials and products shall be suitable for human consumption.			
3. Sanitation controls of raw materials			
① Records on purchase and use of raw materials shall be maintained for 2 years from the date of the last documentation.			

② On receipt of raw meat, in-house procedures shall be followed.			
②-1 Quality of raw materials and other materials shall be verified through review of certificates of analysis or compliance with the established specifications and standards.			
②-2 Temperature at raw meat's central part shall be -2 ~ 10°C for cold storage (poultry meat: -2 ~ 5°C) or below -18°C for freezing storage.			
③ Containers and packaging materials used in production of products shall meet the specifications.			
4. Sanitation controls of manufacture / processing			
① Equipment, utensils and others used in handling and processing of livestock products shall be appropriate for characteristics of livestock products.			
② Parts coming into direct contact with livestock products shall be made of sanitary, water-resistant materials (such as stainless steel, aluminum, FRP, and Teflon) that do not absorb water.			
②-1 Parts coming into direct contact with livestock products shall be easily cleaned and disinfected / sterilized with hot water, steam, sterilizing agent and others.			
③ Refrigeration / freezing facilities and heat-treatment facilities shall have thermometers or others for measurement of temperatures.			
③-1 Refrigeration / freezing facilities and heat-treatment facilities shall be maintained at appropriate temperature levels.			
④ Surfaces of all pieces of equipment, conveyor belts, workstations and others coming into direct contact with livestock products shall be maintained in the clean and sanitary conditions.			
⑤ At the time of meat packaging, food additives or other foods shall not be added (meat content: 100%).			
5. Sanitation controls of refrigeration / freezing rooms			
① Refrigeration / freezing facilities shall be provided to maintain storage temperatures appropriate for raw meats and products.			
①-1 Refrigeration room shall be maintained at -2°C~10°C and freezing room shall be maintained at below -18°C * For poultry meat stored at cold temperature, -2°C~5°C			
①-2 Refrigeration / freezing room's temperature levels shall be periodically monitored and monitoring records shall be maintained.			
①-3 Refrigeration / freezing room shall be constructed to allow temperature control.			
② In order to check refrigeration / freezing room's temperatures, the thermometer shall be installed at the outside. (including temperature monitoring at the central control room)			
③ Refrigeration / freezing room shall be maintained in a clean condition.			
④ While refrigeration (freezing) room is opened, operations shall not be performed.			
6. Sanitation controls of distribution			

① Distribution room shall be distinguished from the outside.			
② Distribution room shall have the pest control system to prevent potential introduction of insects and rodents and it shall be periodically controlled.			
③ Distribution room shall be constructed with concrete or other similar materials to facilitate operations and cleaning.			
④ Distribution room shall be maintained at below 15°C.			
⑤ Products shall be handled and transported in the sanitary manner.			
⑥ Vehicle's loading chamber shall be maintained in the clean condition at all times.			
⑦ Prior to loading, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature level.			
7. Sanitation controls of personnel			
① Personnel shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions.			
①-1 Personnel who wear sanitary working garments and others shall not go out of working area.			
② When working area is classified (such as general area and clean area), different operators shall work at different areas and cross-working shall not be allowed.			
③ When an operator intends to go to toilet during operation, apron and gloves shall be taken off.			
④ Smoking, eating and chewing shall not be allowed during operation.			
⑤ Personnel engaged in handling of livestock products shall not wear any watch, ring, earring, hairpin and other accessories.			
⑥ Personnel shall wash hands at the time of entry/exit.			
⑦ When an operator moves from the room where raw materials are handled to the room where products are processed, the person shall take preventive measures, such as exchange of sanitary working garments or apron or cleaning/disinfection of sanitary shoes or hands.			
⑧ Any persons who have or are suspected to have hepatitis / transmissible diseases shall not be allowed to perform operations.			
⑨ Any persons who have injuries, lesions and others on arms and open parts shall not be allowed to perform operations.			
⑩ All personnel engaged in handling of livestock products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained.			
8. Sanitation controls of laboratory operations			
① In-house examinations shall be performed for raw meat and finished products.			
② There shall be a laboratory to examine raw materials and products. However, this may not apply, if it is outsourced to external laboratories in compliance with the exporting country's requirements.			
③ If it is necessary to have a laboratory, equipment, apparatus and reagents needed for in-house examinations shall be provided.			

④ In-house examination results shall be maintained.			
⑤ Analytical equipment, apparatus and others shall be periodically calibrated.			
9. Other sanitation controls			
① Gowning room shall be separately placed near working area.			
② Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition.			
②-1 Gowning room shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination.			
③ Toilets shall be located at a place not affecting working area.			
④ Toilets shall have hand-washing facility, pest control system and ventilation facility.			
⑤ Toilets shall have semi-automatic or automatic faucet for hand-washing to prevent potential contamination.			
⑥ For disinfection chemicals maintained at the disinfection preparation room, instructions for use shall be provided and records on use and control of such chemicals shall be maintained.			
⑦ If purified water is used (except water for cleaning of floor), water quality shall be periodically tested and test results shall be maintained.			
⑧ Any foreign materials, such as soils, meat residues, hairs and metals, and hazardous substances, such as cleaning agents, shall be removed from surfaces of apparatus, tools and others coming into direct contact with livestock products.			
⑨ Hands, gloves, knives, processing workstations and others shall be frequently cleaned / disinfected during operation.			
⑩ If underground water (not city water) is used, it shall be suitable for human consumption.			
⑩-1 If underground water (not city water) is used in livestock products or facilities where livestock products are handled, water quality shall be periodically tested and records shall be maintained.			
⑩-2 Water quality shall be periodically tested and test results shall be maintained.			
⑪ Business operators shall establish sanitation training plan, conduct training of personnel and maintain training records.			
10. Withdrawal / customers management			
① Program for voluntary withdrawal of rejected materials shall be established and followed.			
② Rejected materials (including returned products) shall be appropriately stored and handled at designated areas to prevent potential mix-up with approved products.			
11. SSOP			
① SSOPs shall be prepared, maintained and followed as follows:			
0 SSOPs for control of working areas (maintenance / repair of working areas, visitors access control, pest controls, control of water (underground water), control of wastes and waste water			

treatment system, and others)			
0 SSOPs for sanitation controls (cleaning place, cleaning frequency, cleaning methods, chemicals and tools for cleaning operations, evaluation after cleaning, control of health conditions, specifications and use of working garments, disinfectant tank's check frequency and methods, handling and use of chemicals in working area and others)			
0 SSOPs for inspection of products			
0 SSOPs for control of facilities, equipment, tools and others, including refrigeration / freezing systems			
② Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.			
③ SSOPs shall be followed.			
④ Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, make the business operator immediately complete corrections / improvements.			
12. HACCP			
① HACCP documents comprising the following aspects shall be prepared and maintained. - Organization of HACCP team, product description, process flow (process flow chart, floor plan, materials/personnel flow, ventilation, drainage and others), hazard analysis, determination of CCPs, establishment of critical limits, establishment of monitoring systems, development of corrective actions, verification procedures and methods, documentation and record-keeping, HACCP plan, training plan			
② Organization of HACCP team and assignment of responsibilities and authorities of individual teams / team members shall be documented in detail and in a practical manner.			
③ Product description shall be prepared for all products manufactured.			
③-1 Specifications for finished products shall be prepared on the basis of regulatory specifications and in-house specifications.			
③-2 In-house specifications for finished products shall be based on validation of critical limits for critical control points.			
④ Process flow chart shall include processing steps and conditions according to the process flow.			
⑤ Floor plan shall be prepared to establish areas so as to prevent cross-contamination between rooms.			
⑥ Personnel flow shall be designed to assure efficient movement through areas.			
⑦ Ventilation system shall be designed to assure air flow from clean area to general area or to have independent ventilation.			
⑧ Drainage system shall be designed to assure drain flow from clean area to general area or to have independent drainage.			

⑨ Potential hazards shall be identified for individual raw materials, inactive substances and processing steps.			
⑩ Critical control points (CCPs) shall be logically established on the basis of process analysis and risk analysis.			
⑫ Based on results from validation of CCPs, critical limits (lower and upper limits) shall be established.			
⑬ Monitoring procedures and methods shall be provided to allow effective observation and recording of critical limits.			
⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.			
⑬-2 Monitoring operators shall fully understand monitoring procedures and methods.			
⑬-3 Monitoring instruments for CCPs (balances, thermometers, clocks, standards and others) shall be calibrated and calibration records shall be maintained.			
⑭ Corrective action plans including those to be taken when critical limits are exceeded and equipment is out of order shall be prepared.			
⑭-1 Operators responsible for corrective actions shall immediately take corrective actions according to the established procedures and methods (analysis and elimination of root causes, recovery of CCPs to normal conditions, development of measures to prevent recurrence, and disposal of affected products) and shall maintain records.			
⑭-2 Operators responsible for corrective actions shall fully understand methods for corrective actions.			
⑮ Verification procedures and methods shall be established to cover validation and implementation aspects.			
⑮-1 Verifications shall be performed more than once a year according to verification procedures and methods and verification results shall be maintained.			
⑯ Establishment / revision of HACCP documents shall be dated and signed by responsible persons and revision history shall be documented.			
⑰ Education / training plan shall be established to include the trainees, contents, evaluation methods and others.			
⑰-1 Education / training shall be performed according to the established frequency and records shall be maintained.			
⑱ Government authority shall regularly investigate and evaluate companies to verify compliance with HACCP requirements.			
⑲ HACCP-related records shall be maintained for 2 years.			

Overall evaluation	Total score		<Description of violations and needed improvements>
	Percentage	%	
	Final judgment		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

4. Meat storage house

A. General information

○Name of establishment	
○Address	
○Owner's name	
○Sanitation manager	○ Name : ○ Phone No. : ○ E-mail :
○Established date	
○Registration No. or EST No	
○Registration date	
○Date of designation for export	
○Approved work or operation	
○Approved item	
○No. and area of chillers / freezers	○()m ² /() chillers ○()m ² /() freezers
- Area, capacity (once), and number of chillers	○()m ² /()kg(M/T)/()chillers
- Area, capacity (once), and number of freezers	○()m ² /()kg(M/T)/()freezers
○ Number of employees	
○Others	

B. Checklists

Foreign establishment	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of working area			
① Buildings shall be located at a place distant from contaminant-generating facilities so that livestock products are not adversely affected by livestock waste water, sewage, chemicals and other contaminants.			
② Buildings shall be structured so as to maintain appropriate temperature levels and to provide adequate ventilation.			
③ Building materials shall not adversely affect and contaminate livestock products.			
④ Working areas shall be in independent buildings or separated from facilities for other purposes.			
⑤ Access to buildings where food products are processed shall be restricted to avoid unauthorized access.			
⑥ There shall be loading/unloading systems, freezing room, refrigeration room and others and they shall be separated or segregated each other.			
⑥-1 Each working area (such as loading/unloading systems, freezing room, refrigeration room and others) shall be maintained in a clean condition.			
⑦ Freezing room, refrigeration room and others shall be constructed to assure temperature control.			
⑦-1 In order to check temperatures without opening, the thermometer shall be installed at the outside.			
⑦-2 Temperature sensor shall be placed at a point with the highest temperature level.			
⑧ Storage of materials shall be conducted within the capacity of the refrigeration (freezing) room.			
⑨ Structures and functions of refrigeration / freezing equipment shall be able to effectively accommodate livestock products in a manner of not causing contamination.			
⑩ Loading/unloading areas shall be separated from the outside and designed to assure maintenance of temperatures appropriate for types of livestock products.			
⑪ Working area's floor shall be treated with concrete or other materials to assure water-resistance and have no cracks or stagnant water / humid condition.			
⑫ Ceilings and upper structures shall be maintained in a clean condition to avoid falling of condensed water.			

⑬ Lighting fixtures shall provide appropriate light intensity (greater than or equal to 75 lux) and have the protective measures to prevent potential contamination with broken fragments.			
⑭ There shall be pest control system to prevent potential introduction of insects and rodents.			
⑮ Toilets and gowning room shall be located at a place not affecting working area. Toilets shall have hand-washing facility, drying facility and others to assure appropriate ventilation and clean conditions.			
⑯ Utensils, containers and others coming into direct contact with livestock products shall be made of sanitary, water-resistant materials that can be easily cleaned, sterilized or disinfected.			
2. Sanitation controls			
① Facilities, equipment, utensils and others needed for sanitation controls shall be provided and sanitation conditions shall be maintained.			
② Utensils and containers used in storage of livestock products shall be maintained in a clean condition.			
③ Personnel shall wear working garments, head covering and shoes appropriate for types of operations and perform their works in the manner to assure clean conditions.			
④ Actions shall be taken for personnel who have physical conditions that may adversely affect livestock products.			
⑤ For operations during which contaminated materials have to be contacted or contamination may occur, necessary measures, such as cleaning and disinfection, shall be taken.			
⑥ In-house sanitation control procedures shall be established for personnel, and cleaning and disinfection of working area, facilities and equipment. - cleaning place, cleaning frequency, cleaning methods, detergents used in cleaning, disinfectants and tools, working garments and wearing methods, hand-washing and disinfection methods, precautions in operations, evaluation after cleaning, control of health conditions, control of disinfectants			
⑦ In-house sanitation control procedures shall be followed.			
⑧ Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.			
⑨ On receipt of livestock products, records shall be prepared and maintained for 2 years. - Recording of vehicle's temperature, expiry period			
⑩ While refrigeration (freezing) room is opened, operations shall not be performed.			
⑪ Storage temperatures appropriate for types of livestock products shall be maintained (refrigerating: -2 ~ 10°C (poultry meat: -2 ~ 5°C), freezing: below -18°C)			
⑪-1 Refrigeration (freezing) facilities shall have automatic temperature recording systems.			
⑪-2 Refrigeration / freezing room shall be constructed to allow temperature control.			
⑪-3 In order to check refrigeration / freezing room's temperatures, the			

thermometer shall be installed at the outside. (including temperature monitoring at the central control room)			
⑬ Livestock products shall be loaded and stored off the floor or wall.			
⑭ Livestock product shall be appropriately loaded in a manner that livestock products are not adversely affected.			
⑮ Equipment, machines, utensils, containers, cleaning materials and others used in storage operations shall be maintained at a place protected from rain and snow.			
⑮-1 They shall be maintained at a place protected from access of insects, rodents and other animals.			
⑯ Disinfectants, toxic substances, inflammables and chemicals not suitable for human consumption shall be stored at a place separated from those for handling and storage of livestock products.			
⑰ Products for export to the Republic of Korea shall be separately stored to avoid potential mix-up with products for domestic market or other countries.			
⑱ Prior to loading, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature level.			
⑱-1 Distribution vehicles shall maintain the refrigeration (freezing) conditions during transport (consideration of seasonal temperature variation).			

Overall evaluation	Total score		<Description of violations and needed improvements>
	Percentage	%	
	Final judgment		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

5. Livestock processing plant

A. General information

○Name of establishment	
○Address	
○Owner's name	
○Square	○ Site: ○ Building:
○Major facilities	○ Production line: ○ Laboratory: ○ Storage: ○ Others:
○Established date	
○Reg. No	
○Reg. date	
○Date of designation for export	
○Approved work or operation	
○Approved item & annual production volume	
○Export item & annual production volume	
○ Number of employee	○ Administration: ○ Production: ○ Laboratory: ○ Others:
○Examination of finished products	[] in-house [] outsourced
○Date of designation for export	
○Export countries except Korea	
○Others	

B. Checklists

Foreign establishment	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment / facilities			
① Buildings shall be located at a place distant from contaminant-generating facilities so that livestock products are not adversely affected by livestock waste water, sewage, chemicals and other contaminants.			
② Buildings shall be structured so as to maintain appropriate temperature levels and to provide adequate ventilation.			
③ Building materials shall not adversely affect and contaminate livestock products.			
2. Sanitation controls of working area			
① Working areas (raw material storage room, meat processing room, packaging room and others needed for processing / packaging of livestock products) shall be in independent buildings or separated or segregated from facilities for other purposes.			
② Working areas shall be separated or segregated (segregation with use of partitions or curtains). However, this may not apply, when it is deemed unnecessary to have separation or segregation owing to automation of production processes or characteristics of facilities / products and individual facilities are clearly divided (division with use of lines or strings).			
③ Access to buildings where food products are processed shall be restricted to avoid unauthorized access.			
④ Working area's floor shall be treated with concrete or other materials to assure water-resistance and good drainage.			
⑤ Surfaces of inner walls and ceilings shall be smooth so as to avoid accumulation of foreign materials and dusts.			
⑥ Working area's inner walls shall be treated with bright-colored, water-resistant materials or bacteria-prevention paint to the extent of 1.5 meter from the floor.			
⑦ Working area shall have the light intensity of at least 220 lux. * Except those where handling of raw materials or packaging of meat is not conducted.			
⑧ Ventilation systems shall be provided to assure removal of bad smells generated in working areas.			
⑨ Working areas shall have pest control system. In addition, devices to avoid entry of rodents and others (appropriate size to block entry of rodents) shall be provided at drains.			
⑩ Working areas shall be maintained at below 15°C.			

⑩-1 In order to maintain working area's temperature at below 15°C, temperature controlling system shall be provided.			
⑪ There shall be systems to supply city water or water suitable for human consumption.			
⑫ Water used in cleaning of equipment, utensils and others for handling of raw materials and products shall be suitable for human consumption.			
3. Sanitation controls of raw materials			
① Records on purchase and use of raw materials shall be maintained for 2 years from the date of the last documentation.			
② On receipt of raw meat, in-house procedures shall be followed.			
②-1 Quality of raw materials and other materials shall be verified through review of certificates of analysis or compliance with the established specifications.			
②-2 Temperature at raw meat's central part shall be -2 ~ 10°C for cold storage (poultry meat: -2 ~ 5°C) or below -18°C for freezing storage.			
③ Containers and packaging materials used in production of products shall meet the specifications.			
4. Sanitation controls of manufacture / processing			
① Equipment, utensils and others used in handling and processing of livestock products shall be appropriate for characteristics of livestock products.			
② Parts coming into direct contact with livestock products shall be made of sanitary, water-resistant materials (such as stainless steel, aluminum, FRP, and Teflon) that do not absorb water.			
②-1 Parts coming into direct contact with livestock products shall be easily cleaned and disinfected / sterilized with hot water, steam, sterilizing agent and others.			
③ Refrigeration / freezing facilities and heat-treatment facilities shall have thermometers or others for measurement of temperatures.			
③-1 Refrigeration / freezing facilities and heat-treatment facilities shall be maintained at appropriate temperature levels.			
④ Surfaces of all pieces of equipment, conveyor belts, workstations and others coming into direct contact with livestock products shall be maintained in the clean and sanitary conditions.			
⑤ If livestock products are sterilized, sterilization conditions shall be followed.			
⑥ If eggs are used in production process, egg shells shall be cleaned / disinfected before use.			
5. Sanitation controls of refrigeration / freezing rooms			
① Refrigeration / freezing facilities shall be provided to maintain storage temperatures appropriate for raw materials and products.			
①-1 Refrigeration room shall be maintained at -2°C ~ 10°C and freezing room shall be maintained at below -18°C * For poultry meat stored at cold temperature, -2°C ~ 5°C			
①-2 Refrigeration / freezing room's temperature levels shall be periodically monitored and monitoring records shall be			

maintained.			
①-3 Refrigeration / freezing room shall be constructed to allow temperature control.			
② In order to check refrigeration / freezing room's temperatures, the thermometer shall be installed at the outside. (including temperature monitoring at the central control room)			
③ Refrigeration / freezing room shall be maintained in a clean condition.			
④ While refrigeration (freezing) room is opened, operations shall not be performed.			
6. Sanitation controls of distribution			
① Distribution room shall be distinguished from the outside.			
② Distribution room shall have the pest control system to prevent potential introduction of insects and rodents and it shall be periodically controlled.			
③ Distribution room shall be constructed with concrete or other similar materials to facilitate operations and cleaning.			
④ Distribution room shall be maintained at below 15°C.			
⑤ Products shall be handled and transported in the sanitary manner.			
⑥ Vehicle's loading chamber shall be maintained in the clean condition at all times.			
⑦ Prior to loading, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature level.			
7. Sanitation controls of personnel			
① Personnel shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions.			
①-1 Personnel who wear sanitary working garments and others shall not go out of working area.			
② When working area is classified (such as general area and clean area), different operators shall work at different areas and cross-working shall not be allowed.			
③ When an operator intends to go to toilet during operation, apron and gloves shall be taken off.			
④ Smoking, eating and chewing shall not be allowed during operation.			
⑤ Personnel engaged in handling of livestock products shall not wear any watch, ring, earring, hairpin and other accessories.			
⑥ Personnel shall wash hands at the time of entry/exit.			
⑦ When an operator moves from the room where raw materials are handled to the room where products are processed, the person shall take preventive measures, such as exchange of sanitary working garments or apron or cleaning/disinfection of sanitary shoes or hands.			
⑧ Any persons who have or are suspected to have hepatitis /			

transmissible diseases shall not be allowed to perform operations.			
⑨ Any persons who have injuries, lesions and others on arms and open parts shall not be allowed to perform operations.			
⑩ All personnel engaged in handling of livestock products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained.			
8. Sanitation controls of laboratory operations			
① In-house examinations shall be performed for raw meat and finished products.			
② There shall be a laboratory to examine raw materials and products. However, this may not apply, if it is outsourced to external laboratories in compliance with the exporting country's requirements.			
③ If it is necessary to have a laboratory, equipment, apparatus and reagents needed for in-house examinations shall be provided.			
④ In-house examination results shall be maintained.			
⑤ Analytical equipment, apparatus and others shall be periodically calibrated.			
9. Other sanitation controls			
① Gowning room shall be separately placed near working area.			
② Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition.			
②-1 Gowning room shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination.			
③ Toilets shall be located at a place not affecting working area.			
④ Toilets shall have hand-washing facility, pest control system and ventilation facility.			
⑤ Toilets shall have semi-automatic or automatic faucet for hand-washing to prevent potential contamination.			
⑥ For disinfection chemicals maintained at the disinfection preparation room, instructions for use shall be provided and records on use and control of such chemicals shall be maintained.			
⑦ If purified water is used (except water for cleaning of floor), water quality shall be periodically tested and test results shall be maintained.			
⑧ Any foreign materials, such as soils, meat residues, hairs and metals, and hazardous substances, such as cleaning agents, shall be removed from surfaces of apparatus, tools and others coming into direct contact with livestock products.			
⑨ Hands, gloves, knives, processing workstations and others shall be frequently cleaned / disinfected during operation.			
⑩ If underground water (not city water) is used, it shall be suitable for human consumption.			
⑩-1 If underground water (not city water) is used in livestock products or facilities where livestock products are handled, water quality shall be periodically tested and records shall be maintained.			
⑩-2 Water quality shall be periodically tested and test results shall be maintained.			

⑪ Business operators shall establish sanitation training plan, conduct training of personnel and maintain training records.			
10. Withdrawal / customers management			
① Program for voluntary withdrawal of rejected materials shall be established and followed.			
② Rejected materials (including returned products) shall be appropriately stored and handled at designated areas to prevent potential mix-up with approved products.			
11. SSOP			
① SSOPs shall be prepared, maintained and followed as follows:			
0 SSOPs for control of working areas (maintenance / repair of working areas, visitors access control, pest controls, control of water (underground water), control of wastes and waste water treatment system, and others)			
0 SSOPs for sanitation controls (cleaning place, cleaning frequency, cleaning methods, chemicals and tools for cleaning operations, evaluation after cleaning, control of health conditions, specifications and use of working garments, disinfectant tank's check frequency and methods, handling and use of chemicals in working area and others)			
0 SSOPs for inspection of products			
0 SSOPs for control of facilities, equipment, tools and others, including refrigeration / freezing systems			
② Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.			
③ SSOPs shall be followed.			
④ Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, make the business operator immediately complete corrections / improvements.			
12. HACCP			
① HACCP documents comprising the following aspects shall be prepared and maintained. - Organization of HACCP team, product description, process flow (process flow chart, floor plan, materials/personnel flow, ventilation, drainage and others), hazard analysis, determination of CCPs, establishment of critical limits, establishment of monitoring systems, development of corrective actions, verification procedures and methods, documentation and record-keeping, HACCP plan, training plan			
② Organization of HACCP team and assignment of responsibilities and authorities of individual teams / team members shall be documented in detail and in a practical manner.			
③ Product description shall be prepared for all products manufactured.			
③-1 Specifications for finished products shall be prepared on the basis of regulatory specifications and in-house specifications.			
③-2 In-house specifications for finished products shall be based on			

validation of critical limits for critical control points.			
④ Process flow chart shall include processing steps and conditions according to the process flow.			
⑤ Floor plan shall be prepared to establish areas so as to prevent cross-contamination between rooms.			
⑥ Personnel flow shall be designed to assure efficient movement through areas.			
⑦ Ventilation system shall be designed to assure air flow from clean area to general area or to have independent ventilation.			
⑧ Drainage system shall be designed to assure drain flow from clean area to general area or to have independent drainage.			
⑨ Potential hazards shall be identified for individual raw materials, inactive substances and processing steps.			
⑩ Critical control points (CCPs) shall be logically established on the basis of process analysis and risk analysis.			
⑫ Based on results from validation of CCPs, critical limits (lower and upper limits) shall be established.			
⑬ Monitoring procedures and methods shall be provided to allow effective observation and recording of critical limits.			
⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.			
⑬-2 Monitoring operators shall fully understand monitoring procedures and methods.			
⑬-3 Monitoring instruments for CCPs (balances, thermometers, clocks, standards and others) shall be calibrated and calibration records shall be maintained.			
⑭ Corrective action plans including those to be taken when critical limits are exceeded and equipment is out of order shall be prepared.			
⑭-1 Operators responsible for corrective actions shall immediately take corrective actions according to the established procedures and methods (analysis and elimination of root causes, recovery of CCPs to normal conditions, development of measures to prevent recurrence, and disposal of affected products) and shall maintain records.			
⑭-2 Operators responsible for corrective actions shall fully understand methods for corrective actions.			
⑮ Verification procedures and methods shall be established to cover validation and implementation aspects.			
⑮-1 Verifications shall be performed more than once a year according to verification procedures and methods and verification results shall be maintained.			
⑯ Establishment / revision of HACCP documents shall be dated and signed by responsible persons and revision history shall be documented.			
⑰ Education / training plan shall be established to include the trainees, contents, evaluation methods and others.			
⑰-1 Education / training shall be performed according to the established frequency and records shall be maintained.			
⑱ Government authority shall regularly investigate and evaluate companies to verify compliance with HACCP requirements.			

①⑨ HACCP-related records shall be maintained for 2 years.			
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Overall evaluation	Total score		<Description of violations and needed improvements>
	Percentage	%	
	Final judgment		

<input type="checkbox"/> Date of inspection		
<input type="checkbox"/> Inspectors		
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".

6. Egg packaging plant

A. General information

○Name of establishment	○
○Address	○
○Owner	○ Name :
○Sanitation manager	○ Name : ○ Phone No. : ○ E-mail :
○Date of foundation, Company establishment date	○
○Reg. No. or EST No	○
○Date of Registration	○
○Approved type of business	○
○ Egg Provider	○Own Farms : () ○Contracting Farms : ()
○Type of layer house (in case of own farm)	○ Cage House () ○ Floor House () ○ Free Range ()
Number of Laying Hens per Square	○ Cage House 00(No. of Hens)/ 00cm x 00cm(cage size) ○ Floor House 00(No. of Hens)/m ²
Time of Collecting Eggs	○
○ No. of egg farm (in case of receiving eggs from contracted farms)	○
○ Daily egg packing capacity	○(ea)
○Number and size of cold storage facility for eggs	○()m ² /() room temperature storage ○()m ² /() chillers
○ Inspection agency	○ Central Government: ○ Regional Government: ○ Company: ○ Private Laboratory:
○ Inspection items and frequency; Lab test	○
○ Number of employee	○
○ List of exporting country other than Korea	○
○ Attached documents	Please attach process flow chart with CCPs.

B. Checklists

Foreign establishment	Name:	
	Owner: (seal)	Responsible manager: (seal)
	Address:	
	Contact:	e-mail

Evaluation Item	Major	General	Remark
1. Sanitation controls of environment / facilities			
① Working area shall be in independent buildings or separated or segregated from facilities for other purposes and the outside of the working area shall be maintained in a sanitary condition.			
② Working area shall be maintained to prevent introduction of rodents, snakes and other wild animals.			
2. Sanitation controls of working area			
① Individual rooms in working area shall be classified into general and clean areas and they shall be maintained in a clean condition.			
② Facilities shall be provided to assure removal of bad smells generated in working areas.			
③ Rooms shall be structured to assure access control.			
④ Drains shall be designed to prevent potential introduction of rodents and other vermin and back-flow of sewage and waste water and they shall be controlled in a clean condition to avoid accumulations.			
⑤ Day lighting and artificial lighting shall be appropriate for operations and lighting fixtures shall be protected to prevent potential contamination when they are broken.			
⑥ Disinfection facilities shall be provided for transport vehicles, egg trays, pallets, vehicle's loading chamber, transport containers and others, and disinfection records shall be maintained.			
⑦ Processing facilities shall have smooth surfaces and they shall be designed and constructed to facilitate cleaning, in order to prevent potential contamination of raw eggs and products with foreign materials.			
⑧ Workstations, shelves and packaging tables shall be made of water-resistant materials.			
⑨ Working area shall have the pest control system to prevent introduction of rodents.			
⑩ Windows to the outside shall be closed or have insect-protection net to prevent introduction of insects.			
⑪ Validated rodenticides and insecticides shall be used and they shall be used according to the labeled instructions.			
⑫ Insect-catching lamps, air curtains and others shall be periodically cleaned and checked, and supplies shall be replaced. They shall be in a normal operation.			

3. Sanitation controls of raw materials			
① On receipt of raw eggs, they shall be examined and records shall be maintained. - Vehicle's temperatures, information on farms (egg-laying dates, egg collection dates, quantities and others), visual examination (unacceptable eggs and others)			
② Records on purchase and use of raw materials shall be maintained.			
③ On receipt of other materials, such as packaging materials, records shall be prepared and maintained.			
④ Raw eggs and finished products shall be separately controlled.			
⑤ Raw eggs shall be stored at appropriate temperature and humidity conditions and they shall be used according to the principle of "First-In, First-Out".			
⑥ Room for storage of raw eggs shall be maintained in a clean condition to prevent molds and bad smells.			
4. Sanitation controls of manufacture / processing			
① Materials (raw eggs and products) flow and personnel flow shall be established and followed from receipt of raw eggs and other materials to distribution of products, in order to prevent cross-contamination.			
② Detailed procedures and methods for cleaning, washing and disinfection of facilities and equipment shall be established and followed.			
③ Rooms, facilities, equipment and others shall be controlled in the clean and sanitary manner before and during operations.			
④ Cleaning water's temperature and pH, and disinfecting water's temperature and concentration shall be appropriately controlled. (verification of raw egg's temperature, cleaning water's temperature and pH, disinfectant's name, and disinfecting water's temperature and concentration)			
⑤ Defective eggs shall be removed during inspection of eggs and any broken, soft and contaminated eggs shall be treated in the sanitary manner according to the established procedures.			
⑥ During transport, handling and storage of raw eggs and products, measures shall be taken to minimize temperature fluctuation.			
5. Sanitation controls of distribution			
① Distribution room shall be distinguished from the outside. Distribution room shall have the pest control system to prevent potential introduction of insects and rodents and it shall be periodically controlled.			
② Distribution room shall be constructed with concrete or other similar materials to facilitate operations and cleaning.			
③ Product storage room's temperature shall be maintained in accordance with distribution requirements.			
④ While refrigeration room is opened, operations shall not be performed.			
⑤ Products shall be handled and transported in the sanitary manner. Vehicle's loading chamber shall be maintained in the clean condition.			

⑥ For each product unit (such as lot), distribution records describing the production date, production amount, customers, amounts shipped to each customer and others shall be prepared and maintained.			
⑦ Product transport vehicle's interior shall be clean and have no bad smell and wall, ceiling and floor shall not have cracks.			
⑧ Vehicles for shipping of products at refrigerating condition shall have the temperature recording device to allow verification of temperatures during shipping.			
⑨ Rejected materials shall be appropriately stored at designated storage area to prevent potential mix-up with approved products.			
6. Sanitation controls of personnel			
① Doors to working area shall have washing / disinfection facilities and procedures for washing / disinfection at the time of entry/exit.			
② Washing / disinfection facilities shall be periodically checked for operational conditions and detergent / disinfectant.			
③ Personnel shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions. Personnel who wear sanitary working garments and others shall not go out of working area.			
④ Smoking, eating and chewing shall not be allowed during operation.			
⑤ Persons who enter working area shall wash hands at all times.			
⑥ All personnel engaged in handling of livestock products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained.			
⑦ Any person suspected to have transmissible diseases and to have injuries, lesions and others on arms and open parts that may adversely affect products shall not be allowed to perform operations.			
7. Sanitation controls of laboratory operations			
① In order to assure safety of raw eggs and sanitation controls of working area's facilities, processing facilities, products and others shall be periodically examined. (at in-house laboratory or outsourced laboratory)			
② Analysts responsible for microbiological examinations shall have a major in food safety or receive appropriate education / training.			
③ Analytical equipment and apparatus for laboratory operations shall be provided and periodically checked. (except those where examination activities are outsourced to external laboratories).			
④ Records on use of materials needed for examinations, such as media, reagents and others, shall be maintained.			
⑤ Detailed procedures and methods for laboratory operations shall be established and followed. - Examination items, methods, acceptance criteria, examination frequencies, sampling, specifications and others - Analytical equipment and apparatus (except those where examination activities are outsourced)			
⑥ Certificates of analysis shall include the following information: - Lot number, date of production, sample name, sampling date,			

examination date, examination items, methods and results, judgment, date of judgment and others			
⑦ Appropriate actions shall be taken when results do not meet control limits and records shall be maintained.			
8. Other sanitation controls			
① Gowning room shall be separately placed near working area.			
② Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition.			
②-1 Gowning room shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination.			
③ Flush-type toilets with sewage treatment tank shall be located at a place not affecting working area.			
④ Chemicals and others shall be separately controlled to avoid potential contamination of products.			
⑤ Chemicals and others shall be used according to the product instructions and records shall be maintained.			
⑥ If underground water (not city water) is used, it shall be the requirements for drinking water. Water quality shall be periodically tested and records shall be maintained.			
⑦ Business operators shall establish sanitation training plan, conduct training of personnel and maintain training records.			
⑧ Laboratory operators shall periodically receive education / training in examination operations and records shall be maintained.			
⑨ If underground water (not city water) is used, it shall be the requirements for drinking water.			
⑨-1 If underground water (not city water) is used in livestock products or facilities where livestock products are handled, water quality shall be periodically tested and records shall be maintained.			
9. Withdrawal / customers management			
① Withdrawal program describing methods and procedures for withdrawal of rejected materials or returned products shall be established and followed.			
② In order to assure appropriate withdrawal, records describing the production place, date, production line and others shall be maintained to facilitate identification or verification of causes for rejected materials. Appropriate methods, such as code identification and lot system, shall be employed to assure tracking of rejected products.			
10. SSOP			
① SSOPs shall be prepared, maintained and followed.			
② Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks before and during operations, according to the established frequencies and methods.			
③ When any deviations are found, improvements shall be initiated. Improvements shall include improvement of sanitary conditions through removal of contaminants, development of			

actions to prevent recurrence and appropriate disposal of affected products.			
④ If an SSOP is changed or if revision of SSOP is deemed necessary after in-house evaluation, revision history shall be recorded and signed by responsible persons.			
⑤ Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, make the business operator immediately complete corrections / improvements.			
11. HACCP			
① HACCP documents shall be prepared and maintained.			
② HACCP team shall be organized and roles and responsibilities of team members shall be specified.			
③ Product description shall include the following information: - Name of edible egg, production date or expiry date of edible egg, the person who prepares the document and date of preparation, precautions in storage and distribution, use and others			
④ In-house evaluation of HACCP plan shall be conducted more than once a year. Such evaluation shall be conducted at the time of change of HACCP requirements and when unexpected accidents occur.			
⑤ At the time of development and revision of HACCP plan, it shall be dated and signed by the responsible person and revision history shall be recorded.			
⑥ Monitoring instruments, such as thermometers, balances and others, shall be periodically calibrated and calibration records shall be maintained.			
⑦ CCPs shall be appropriately monitored according to HACCP plan and records shall be maintained.			
⑧ When critical limits are exceeded, corrective actions shall be taken, including analysis and elimination of root causes, recovery of CCPs to normal conditions, development of measures to prevent recurrence and disposal of affected products).			
⑨ CCP monitoring operators shall fully understand methods for corrective actions, when CCPs do not meet acceptable critical limits.			
⑩ Operators and personnel shall be trained in HACCP plan and records shall be maintained.			

Overall evaluation	Total score		<Description of violations and needed improvements>
	Percentage	%	
	Final judgment		

☐ Date of inspection

☐ Inspectors

Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)
Organization Position (Title)	Name	(seal)

<Criteria for judgment>

- ① **Judgment (based on calculation):** The percentage of "compliant (O)" items is calculated; "Compliant", when the percentage is greater than or equal to 85%, "improvement required" when it is less than 85% but greater than or equal to 70%, and "Non-compliant" when it is less than 70%.
- ② **No. of "Non-compliant" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
- ③ **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".