

Ministry of Food and Drug Safety (MFDS) Notice No. 2016-10

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

[Appendix]

## Onsite Inspection Checklist for Foreign Establishment

### 1. Slaughterhouse for Mammals

#### A. General Information

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

- Meat inspectors	<input type="radio"/> From central gov.: <input type="radio"/> From regional gov.: <input type="radio"/> From a company:
<input type="radio"/> No. of laboratorians	
<input type="radio"/> No. of employees in the slaughterhouse	
<input type="radio"/> No. of working days per week in the slaughterhouse	
- No. of shifts per day	
- Working hours per shift	
<input type="radio"/> Countries other than S. Korea by which establishments for export are approved	
<input type="radio"/> Documents attached	Please attach a process flow chart with CCP.

## B. Checklist

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

Evaluation Items	Base Point	Point Received	Note
contaminated area, production line is arranged in a straight line. Or a wall, partition, or air-conditioning facility is installed.			
② Employees who work in the slaughter room may not move to other areas. When they necessarily move to other areas, they must take necessary sanitary measures such as changing protective clothing, etc.	3		
③ Slaughtering works of animals are conducted under the suspended condition, without contacting the floor.	4		
④ Bleeding must be carried out by suspending the hind legs, and bleeding must be sufficiently completed.	4		
⑤ Proper measures are taken to prevent cross-contamination by contaminants smeared on the surface of the animal's body (removing contaminants before slaughter, prevention of cross-contamination by hand, knife, etc that has contacted the skin during skinning, etc.)	5		
⑥ Areas for cutting heads or skinning are equipped with a water supply system for hot water (at no less than 83°C) and disinfected at a regular frequency set force in the SSOP, etc.	4		
⑦ Inspectors (inspection assistants) examine head according to post-mortem inspection standards.	4		
⑧ Slaughter room is equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering.	3		

5. Slaughter Hall	Total (Points)	28		
① Entrance of the production room is constructed in a way that people entering and exiting the room can be controlled and installed with an air screen device or with automatic or semi-automatic doors.	3			
② Floor of the production room is constructed with materials such as tile, concrete, etc. to make cleaning and working easy, and the floor is not slippery and well-drained.	2			
③ Ventilation facility must be sufficient for ventilating bad odor, harmful gas, smoke, vapor, etc. and able to properly manage condensed water.	2			
④ The room must be equipped with an insect-proof facility, and the entrance of drainage system is covered with a material so as to prevent rodents, etc. from entering. (Build with a size that prevents rodents, etc. from entering.)	3			
⑤ Drainage system is constructed as an underdrain system fitted with traps (U traps) so as to prevent the backflow of odor.	2			

Evaluation Items	Base Point	Point Received	Note
⑥ Proper measures must be taken to the lighting equipment to prevent contamination by the fall of broken pieces in case of breakage.	2		
⑦ Production room must be equipped with natural or artificial lighting with minimum intensity 220 lx (more than 540 lx is recommended for inspection stations) to make working and inspection easy.	5		
⑧ Cleaning with vapor is recommended for final cleaning of carcasses, and in case of using water, standards for water pressure and cleaning time are set and complied.	5		
⑨ Machines and instruments that contact carcasses directly are easy to clean and sanitize and made with corrosion-resistant materials.	4		

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

<b>7. Post-mortem Inspection</b>	<b>Total (O/X)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>18</b>		
① Inspection stations for carcasses and internal organs are installed for each carcass-hanging line.	5			

Evaluation Items	Base Point	Point Received	Note
② Inspection table is of a size that is convenient for at least two people to carry out the inspection, and it is installed in a place that is easy to carry out an inspection or in a way that lets the inspector control the location of inspection.	3		
③ Inspection of carcasses and internal organs must be conducted directly by official veterinarians, or qualified inspectors under the supervision of official veterinarians.	O / X		
④ Inspectors must examine carcasses and internal organs in accordance with the standards of post-mortem inspection.	O / X		
⑤ Inspections of carcass and internal organs are conducted simultaneously for the same entity, or mutual confirmation must be possible between the same entities through methods such as labeling, etc.	5		
⑥ Carcasses or internal organs that are inappropriate based on the result of the inspection are moved to a separate line or place from normal products, and based on relevant procedures, proper measures including discard, partial discard, disinfection, laboratory inspection, etc. are conducted.	5		

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

<b>9. Storage of Carcass</b>	<b>Total (O/X)</b>	<b>1</b>		
	<b>Total (Points)</b>	<b>13</b>		
① Walls of refrigerators and freezers are made of water-resistant and nontoxic materials and maintained clean.		3		
② Suspension facility inside refrigerators and freezers must be installed so that carcass would not touch floors, walls, or other carcass.		3		
③ I-beams of refrigerators and freezers are installed so that they would be connected to the loading board of meat transportation vehicles.		2		
④ Carcass suspended inside refrigerators and freezers must not be contaminated by excrement, and attachment of foreign materials such as grease, etc. must be minimized.		3		
⑤ Refrigerators must maintain a temperature between $-2^{\circ}\text{C}$ - $10^{\circ}\text{C}$ , and freezers must maintain a temperature no greater than $-18^{\circ}\text{C}$ . Temperatures of refrigerators and freezers must be periodically monitored, and its record must be retained.		O / X		
⑥ Refrigerators and freezers must be constructed so that it is possible to check the temperature without opening the doors. And a thermometer must be installed outside so that temperatures can be checked without opening the doors. (Including cases where temperature monitoring is possible in the central controlling room)		2		
<b>10. Management of Shipment</b>	<b>Total (Points)</b>	<b>20</b>		
① Shipping room must be separated from outside, equipped with insect-control and heat control facilities, and managed in a periodic manner.		4		
② Shipping room must be constructed with concrete or a similar material to make working and cleaning easy.		2		
③ Temperature of the shipping room must be maintained within $15^{\circ}\text{C}$ , and meat products must be loaded to meat transportation vehicles as immediately as possible.		4		
④ Work must not be carried out with entrance doors of refrigerators and freezers opened.		2		
⑤ Meat is handled and transported in a sanitary manner, and loading to shipment vehicles maintains a proper sanitary condition.		3		
⑥ Refrigerators or freezers of shipment vehicles must be operated before loading the meat so that transportation can begin after a proper temperature has been maintained, and the refrigerated or frozen status must be maintained during the transportation. (Outside temperature of a given season must be considered.)		5		



Evaluation Items	Base Point	Point Received	Note
<b>11. Employee Sanitation Management</b>	<b>Total (Points)</b>	<b>32</b>	
① Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition. And they must not go outside with protective clothes on.	5		
② They must take off their protective aprons and gloves when they need to go to the bathroom during the production work.	2		
③ Employees must not smoke, eat, or chew a gum during the work.	2		
④ Employees handling livestock products may not wear accessories such as a watch, ring, earrings, hair pins, etc.	2		
⑤ People who enter the production area must always wash their hands.	3		
⑥ Employees must frequently wash and sanitize their hands, gloves, knives, processing table, etc. to prevent cross-contamination.	3		
⑦ Employees who have or are suspected to have an infectious disease must not be working.	5		
⑧ Employees who have externally exposed scars, lesion, etc. on the arms, etc. must not be working.	5		
⑨ All employees who handle livestock products must receive a medical examination before starting the work, and its report must be kept in file.	5		
<b>12. Other Checkpoints</b>	<b>Total (Points)</b>	<b>21</b>	
① There must be a separate dressing room adjacent to but separated from the work area, and there must be separate lockers for storing each employee's clothing, footwear, etc. which are maintained and managed in a sanitary manner.	2		
② Bathrooms must be located in a place that does not affect the work of the production room and be equipped with washing, insect-proof, and heat control facilities. Taps of water system must be installed and operated in semiautomatic or automatic ways so as to prevent contamination of the products.	2		
③ There must be written standards of usage for each equipment and disinfectant in the disinfection preparation room, and the record of warehousing and delivery of disinfectants must be maintained and managed.	2		

Evaluation Items	Base Point	Point Received	Note
④ Laboratorians of the establishment's own microbiological testing lab must have completed related education and training, and the lab must be equipped with device, facility, reagent, etc. necessary for the testing.	5		
⑤ Microbiological testing for <i>Salmonella</i> spp, etc. must be carried out with random samples obtained from carcasses, and test result must be retained for at least 6 months.	4		
⑥ Effluent disposal facility that is in compliance with regulations must be installed and operated, and if purified water is used (excluding water used for cleaning the floor, etc.), it must receive a periodic test for water quality.	4		
⑦ Consumables such as collecting lamps, rodent trap, etc. must be replaced periodically and not have a problem. And the breakage, etc. must be immediately attended to.	2		
<b>13. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (O/X)</b>	<b>3</b>	
	<b>Total (Points)</b>	<b>35</b>	
<p>① SSOP (Sanitation Standard Operation Procedures) containing the content below must be written, retained, and operated in the slaughterhouse:</p> <ul style="list-style-type: none"> <li>- Written standards for management of establishment (maintenance, repair, and management of establishment, controlling visitor access, insect and heat control, water (underground water) management, waste and effluent disposal management, etc.)</li> <li>- Written standards for sanitation management (location, frequency, method, chemicals, and tools for cleaning; evaluation method for status of cleaning, management of employees' health, size and method of wearing for work clothes, disinfectants for disinfection tank, inspection frequency and method, handling and usage of chemicals used in the work place, etc.)</li> <li>- Written standards for management of carcass inspection</li> <li>- Written standards for management of facilities, equipment, tools, etc. such as refrigerators, freezers, etc. in the slaughterhouse</li> </ul>	20	*Existence of SSOPs shall be evaluated as 'Compliant' or 'Non-compliant' (O/X).	
② The business operator must complete a checklist for plant-specific SSOPs and carry out an inspection before and during the work according to a prescribed frequency and method.	O / X		
③ If any deviations from the critical limits of the SSOPs are detected, proper corrective measures are instituted. Corrective measures include improvement of sanitary measures through a removal of contamination, establishment of preventive measures for recurrence, proper handling of affected products.	O / X		
④ If there is any change(s) in the management standards for SSOPs, and it is necessary based on the plant-specific evaluation, SSOPs shall be	2		

Evaluation Items	Base Point	Point Received	Note
amended, its history must be recorded and signed by a manager.			
⑤ The business operator must establish and carry out an in-plant sanitation education program for employees and retain the record of its result.	4		
⑥ The business operator must regularly carry out an education training for laboratorians and retain the record of its result.	4		
⑦ If underground water other than tap water is used, water that complies with the quality standards of drinkable water must be used, and a regular water quality test must be carried out and maintain its record.	O / X		
⑧ Official inspectors must periodically check whether plant-specific SSOPs are carried out, and if any violations are detected, they must immediately notify the business operator for correction or modification.	5		
<b>14. HACCP</b>	<b>Total (O/X)</b>	<b>2</b>	
	<b>Total (Points)</b>	<b>54</b>	
① Written HACCP management standards must include the following content and be applied to work: - Composition of the HACCP team, carcass explanation, facilities for procedures including slaughtering, treatment, processing, packaging, etc. (process chart, floor plan, air-conditioning facility, drainage system, etc.), analysis of risks, critical control points (CCP), the limits of CCPs, method for inspection (monitoring), method for improvement measures, verification method, method for maintaining the result.	20		
② Risk analysis is properly carried out by each processing procedure, and HACCP management standards are composed based on the result of the risk analysis.	5		
③ Validity test must be carried out to identify whether HACCP plan can be operated as it is intended.	5		
④ Plant-specific evaluation of the HACCP plan must be carried out at least once per year and must be also carried out when there is a change in HACCP standards or an occurrence of unexpected hazard accidents.	5		
⑤ When developing or amending HACCP plans, date, manager signature, amendment history, etc. must be recorded and retained.	3		
⑥ Measurement equipments used for monitoring such as a thermometer, weight scale, etc. must be regularly checked and calibrated, and its record must be retained.	5		
⑦ CCP must be monitored properly according to the HACCP plan, and its record must be retained.	O / X		

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

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

**<Decision Criteria>**

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

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

Inspector(s)

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

### A. General Information

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

- Working hours per shift	
○ Countries other than S. Korea to which export is approved	
○ Documents attached	Please attach a process flow chart with CCP.

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



Evaluation Items	Base Point	Point Received	Note
⑥ 1.5 m of the inside wall measured from the floor must be constructed with a light-color, water-resistant material or be painted with an anti-bacterial paint to make it easy to distinguish contamination by a foreign material, etc.	2		
⑦ Equipment which directly contacts meat must be made of a water-proof material and must be easily cleanable and possible to sterilize with hot water, steam, disinfectants, etc.	4		
⑧ Bathrooms must be located in a place that does not affect the work and be equipped with a flush toilet with a septic tank.	3		
⑨ There must be a separate dressing room adjacent to but separated from the work area, and there must be separate lockers for storing each employee's clothing, footwear, etc. which are maintained and managed in a sanitary manner.	3		
⑩ There must be written standards of usage for each disinfectant in the disinfection preparation room, and the record of warehousing and delivery of disinfectants must be maintained and managed.	3		
⑪ Effluent disposal facility that is in compliance with regulations must be installed and operated, and if purified water is used (excluding water for cleaning the floor, etc.), it must receive a periodic test for water quality.	4		

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

5. Insect & Heat Control	Total (Points)	13		
① Processing room must be equipped with an insect-proof facility so as to prevent rodents, etc. from entering.		3		
② Windows that are connected with outside must be designed and built so that they can prevent harmful insects from entering, by closing the windows or by installing a screen.		3		
③ Electric insecticides must not be placed in the room where raw material and meat are packaged, so that insect fragments created by the electric impact would not contaminate the meat.		2		

Evaluation Items	Base Point	Point Received	Note
④ Insecticides and rodenticides must be verified products and used and kept according to the methods indicated in their labels.	2		
⑤ Insect attraction lamp, air curtain, etc must be regularly cleaned and inspected, and they must operate normally with consumable parts replaced.	3		
<b>6. Sanitation Management &amp; Processing Standards</b>	<b>Total (O/X)</b>	<b>1</b>	
	<b>Total (Points)</b>	<b>26</b>	
① Surface of the equipment and tools that directly touch meat before and after the processing must be cleaned to remove foreign materials such as dirt, meat residue, feather, metals, etc. or harmful materials such as detergent, etc.	4		
② Containers, equipment, and packages that are appropriate according to the specifications, etc. must be used.	5		
③ Moulded meat must be packed as quickly as possible without delay so that the internal temperature of the meat would not increase (internal temperature of the meat must be maintained as no greater than 10°C during the moulding of a raw material meat or defrosting of a frozen raw material meat.)	4		
④ No additives should be used during the packaging of meat.	O / X		
⑤ Packaging material and meat should be kept separately.	3		
⑥ Meat packaging room and storage must be managed for condensed water. In particular, condensed water must not directly fall on the meat.	5		
⑦ Sanitation management such as the operation of metal detectors must be carried out so that ingredient meat and products are not adulterated by foreign materials such as metals, etc., and the monitoring record must be retained.	5		
<b>7. Employee Sanitation Management</b>	<b>Total (Points)</b>	<b>32</b>	
① Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition. And they must not go outside with protective clothes on.	5		
② Employees must take off their apron and gloves when they need to go to the bathroom.	2		
③ Employees must not smoke, eat, or chew a gum during the work.	2		

Evaluation Items	Base Point	Point Received	Note
④ Employees handling livestock products may not wear accessories such as a watch, ring, earrings, hair pins, etc.	2		
⑤ All people who enter the production room must wash their hands before entering the room.	3		
⑥ Employees must wash and sanitize their hands, gloves, aprons, knives and processing tables as frequently as necessary to prevent cross-contamination of livestock products.	3		
⑦ Employees who have or are suspected to have an infectious disease must not be working.	5		
⑧ Employees who have externally exposed scars, lesion, etc. on the arms, etc. must not be working.	5		
⑨ All employees who handle livestock products must receive a medical examination before starting the work, and its report must be kept in file.	5		

<b>8. Management of Refrigerating and Freezing</b>	<b>Total (O/X)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>11</b>		
① Establishment must be equipped with a refrigerating or freezing storage (facility) to keep and manage ingredient and packaged meat in a sanitary manner, and the floor must not be covered by items such as a rug, etc. that can foster the growth of bacteria.	3			
② Walls of refrigerators and freezers are made of water-resistant and nontoxic material.	3			
③ Refrigerating or freezing facility must be equipped with a thermometer or an instrument that can measure the temperature, and it must be managed so that a proper temperature can be maintained.	5			
④ Refrigerators must maintain a temperature between $-2^{\circ}\text{C}$ - $10^{\circ}\text{C}$ ( $-2^{\circ}\text{C}$ - $5^{\circ}\text{C}$ for poultry), and freezers must maintain a temperature no greater than $-18^{\circ}\text{C}$ .	O / X			
⑤ Temperature of the refrigerating and freezing facilities must be monitored periodically, and its record must be retained.	O / X			

<b>9. Management of Shipment</b>	<b>Total (Points)</b>	<b>22</b>		
① Shipping room must be separated from outside and equipped with insect control and heat control facilities for a periodic management.	3			
② Shipping room must be constructed with concrete or a similar material to make working and cleaning easy.	3			

Evaluation Items	Base Point	Point Received	Note
③ Temperature of the shipping room must be maintained within 15°C, and meat products must be loaded to meat transportation vehicles as immediately as possible.	4		
④ Work must not be carried out with entrance doors of refrigerators and freezers opened.	2		
⑤ Meat is handled and transported in a sanitary manner, and loading to shipment vehicles maintains a proper sanitary condition.	2		
⑥ Refrigerators or freezers of shipment vehicles must be operated before loading the meat so that transportation can begin after maintaining a proper temperature, and the frozen status must be maintained during the transportation. (Outside temperature of a given season must be considered)	5		
⑦ Documents containing transactional information such as the manufacturing date, amount produced, contact for sales, amount of sales, etc. must be devised and kept in file for each unit of production (lot) for products exported to Korea.	3		
<b>10. Quality Management</b>	<b>Total (Points)</b>	<b>9</b>	
① Laboratorians of the establishment's own microbiological testing lab must have completed related education and training, and the lab must be equipped with device, facility, reagent, etc. necessary for the testing.	5		
② Microbiological testing for <i>Salmonella</i> spp, etc. must be carried out with random samples obtained from carcasses, and test result must be retained for at least 6 months.	4		
<b>11. Recall Program</b>	<b>Total (Points)</b>	<b>10</b>	
① Recall program must be established and operated which specifically explains the procedure and method for recalling defective or returned products.	5		
② To investigate or verify the cause of defective products, necessary information about the corresponding facility such as the manufacturing location, date, production line, etc. must be recorded and retained for each product. And a proper verification method for the traceability of products such as indication of codes, lot management, etc. must be considered.	5		
<b>12. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (O/X)</b>	<b>3</b>	
	<b>Total (Points)</b>	<b>35</b>	

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

<b>13. HACCP</b>	<b>Total (Points)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>54</b>		

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

B. Checklist

Comprehensive	Category	Result	Final Decision:
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Evaluation	Conversion Result	%	<b>&lt;Violation(s) or Areas In Need of Improvement&gt;</b> (E.g) 1. Foreign substance appearing as excrement is attached to a carcass in a prechiller (evidence: pictures) 2. Self-inspection for sanitation management of facility, employees, etc. is not performed before work. (Proof: copy of a self-inspection checklist for sanitation management on 2/4/2016)
	Compliant / Non-compliant		

**<Decision Criteria>**

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

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

Inspector(s)

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

#### A. General Information

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



○ Number of employees	
○ Others	

B. Checklist

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

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

<b>2. SSOP (Sanitation Standard Operation Procedures)</b>	<b>Total (O/X)</b>	<b>2</b>		
	<b>Total (Points)</b>	<b>36</b>		
① Equipments and containers used for storing livestock products in the processing room must be managed in a sanitary way.	4			
② Employees must wear protective clothing, proper hair coverings (protective hair coverings) and protective boots and maintain a proper sanitary condition.	3			
③ When touching a contaminated equipment or carrying out a work that has a possibility of being contaminated, necessary measures such as cleaning, disinfection, etc. must be taken.	3			
④ Plant-specific SSOP must be prepared as a document, retained in the establishment, and applied to the work of employees.	O/ X			
⑤ When storing livestock products, warehousing inspection must be carried out regarding the temperature of the warehousing vehicle, expiration date, breakage condition of packaged products, etc., and the status must be recorded and retained.	5			
⑥ When loading or unloading products, work must be carried out as quickly as possible to minimize temperature changes and contamination, and the work must not be carried out with doors of a	3			

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

