

## Checklists for Foreign Establishments

### 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 <sup>2</sup> )
- 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
<b>1. Sanitation controls of environment / facilities</b>			
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 pen, 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.			
<b>2. Sanitation controls of animal transport and holding</b>			
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.			
<b>3. Sanitation controls of working rooms</b>			
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.			
③-8 Working rooms shall have day lighting or artificial lighting system to assure appropriate light intensity level for operations and inspections (not less than 220 lux; not less than 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.			
<b>4. Sanitation controls of ante-mortem inspection</b>			
① Government veterinarians (inspection officials) or			

<b>government-appointed veterinarians (inspection officials) shall inspect animal groups according to appropriate procedures and methods (animal's postures and behaviors).</b>			
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 not less than 220 lux.			
<b>5. Sanitation controls of animal slaughter</b>			
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.			
<b>6. Post-mortem inspection</b>			
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.			
<b>7. Sanitation controls of laboratory operations.</b>			
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.			

<b>8. Sanitation controls of refrigeration / freezing rooms</b>			
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.			
<b>9. Sanitation controls of distribution</b>			
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.			
<b>10. Sanitation controls of personnel</b>			
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 tables 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.			
<b>11. Other sanitation controls</b>			
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.		
<b>12. General sanitation control practices (SSOP)</b>			
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	<b>Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.</b>		
③	<b>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 treatment of affected products.)</b>		
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	<b>If underground water (not city water) is used, it shall be suitable for human consumption.</b>		
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.		
<b>13. HACCP</b>			
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.			
<b>⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.</b>			
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.			
<b>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 treatment of affected products) and shall maintain records.</b>			
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 not less than 85%, "improvement required" when it is less than 85% and not less than 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".

### **Checklists for Foreign Establishments**

#### **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 <sup>2</sup> /( ) chillers ○( )m <sup>2</sup> /( ) freezers

- Area, capacity (once), and number of chillers	○( )m <sup>2</sup> /( )kg(M/T)/( )chillers
- Area, capacity (once), and number of freezers	○( )m <sup>2</sup> /( )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 a process flow chart with CCPs

## B. Checklists

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

Evaluation Item	Major	General	Remark
<b>1. Sanitation controls of environment / facilities</b>			
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.			
<b>2. Sanitation controls of working area</b>			
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 not less than 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.			
<b>3. Sanitation controls of raw materials</b>			
① Records on purchase and use of raw materials shall be maintained for 2 years from the date of the last documentation.			
<b>② On receipt of raw meat, in-house procedures shall be followed.</b>			
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.			
<b>4. Sanitation controls of manufacture / processing</b>			
① Equipment, utensils and others used in handling and processing of livestock products shall be appropriate for characteristics of livestock products.			
② Surfaces 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 Surfaces 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 <b>At the time of meat packaging, food additives or other foods shall not be added (meat content: 100%).</b>			
<b>5. Sanitation controls of refrigeration / freezing rooms</b>			
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.			
<b>6. Sanitation controls of distribution</b>			
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.			
<b>7. Sanitation controls of personnel</b>			
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.			
<b>8. Sanitation controls of laboratory operations</b>			
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.			
<b>9. Other sanitation controls</b>			
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 <b>If underground water (not city water) is used, it shall be suitable for human consumption.</b>			
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.			
<b>10. Withdrawal / customers management</b>			
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.			
<b>11. SSOP</b>			
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 <b>Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.</b>			
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.			
<b>12. HACCP</b>			
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.			
<b>⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.</b>			
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 treatment 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>

**Judgment (based on calculation):** The percentage of "Compliant (O)" items is calculated; "Compliant", when the percentage is not less than 85%, "improvement required" when it is less than 85% and not less than 70%, and "Non-compliant" when it is less than 70%.

**No. of "failed" 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.

**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 <sup>2</sup> /( ) chillers ○( )m <sup>2</sup> /( ) freezers
- Area, capacity (once), and number of chillers	○( )m <sup>2</sup> /( )kg(M/T)/( )chillers
- Area, capacity (once), and number of freezers	○( )m <sup>2</sup> /( )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
<b>1. Sanitation controls of working area</b>			
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 (not less than 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.			
<b>2. Sanitation controls</b>			
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.			
<b>⑧ Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.</b>			
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.			
<b>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)</b>			
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 not less than 85%, "improvement required" when it is less than 85% and not less than 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
<b>1. Sanitation controls of environment / facilities</b>			
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.			
<b>2. Sanitation controls of working area</b>			
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 not less than 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.			
<b>3. Sanitation controls of raw materials</b>			
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.			
<b>4. Sanitation controls of manufacture / processing</b>			
① Equipment, utensils and others used in handling and processing of livestock products shall be appropriate for characteristics of livestock products.			
② Surfaces 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 Surfaces 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.			
<b>5. Sanitation controls of refrigeration / freezing rooms</b>			
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.			
<b>6. Sanitation controls of distribution</b>			
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.			
<b>7. Sanitation controls of personnel</b>			
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.			
<b>8. Sanitation controls of laboratory operations</b>			
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.			
<b>9. Other sanitation controls</b>			
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.			
<b>⑩ If underground water (not city water) is used, it shall be suitable for human consumption.</b>			
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.			
<b>10. Withdrawal / customers management</b>			
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.			
<b>11. SSOP</b>			
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.			
<b>12. HACCP</b>			
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.			
<b>⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.</b>			
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.			
<b>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 treatment of affected products) and shall maintain records.</b>			
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 not less than 85%, "improvement required" when it is less than 85% and not less than 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 ( )

	<input type="radio"/> Free Range ( )
Number of Laying Hens per Square	<input type="radio"/> Cage House 00(No. of Hens)/ 00cm x 00cm(cage size) <input type="radio"/> Floor House 00(No. of Hens)/m <sup>2</sup>
Time of Collecting Eggs	<input type="radio"/>
<input type="radio"/> No. of egg farm (in case of receiving eggs from contracted farms)	<input type="radio"/>
<input type="radio"/> Daily egg packing capacity	<input type="radio"/> ( ea)
<input type="radio"/> Number and size of cold storage facility for eggs	<input type="radio"/> ( )m <sup>2</sup> /( ) room temperature storage <input type="radio"/> ( )m <sup>2</sup> /( ) chillers
<input type="radio"/> Inspection agency	<input type="radio"/> Central Government: <input type="radio"/> Regional Government: <input type="radio"/> Company: <input type="radio"/> Private Laboratory:
<input type="radio"/> Inspection items and frequency; Lab test	<input type="radio"/>
<input type="radio"/> Number of employee	<input type="radio"/>
<input type="radio"/> List of exporting country other than Korea	<input type="radio"/>
<input type="radio"/> Attach documents	Please attach a process flow chart with CCPs.

## B. Checklists

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

Evaluation Item	Major	General	Remark
<b>1. Sanitation controls of environment / facilities</b>			
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.			
<b>2. Sanitation controls of working area</b>			
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.			
<b>3. Sanitation controls of raw materials</b>			
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.			
<b>4. Sanitation controls of manufacture / processing</b>			
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)			
<b>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.</b>			
⑥ During transport, handling and storage of raw eggs and products, measures shall be taken to minimize temperature fluctuation.			
<b>5. Sanitation controls of distribution</b>			
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.			

<b>6. Sanitation controls of personnel</b>			
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.			
<b>7. Sanitation controls of laboratory operations</b>			
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.			
<b>8. Other sanitation controls</b>			
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.			
<b>⑨ If underground water (not city water) is used, it shall be the requirements for drinking water.</b>			
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.			
<b>9. Withdrawal / customers management</b>			
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.			
<b>10. SSOP</b>			
① <b>SSOPs shall be prepared, maintained and followed.</b>			
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 <b>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.</b>			
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.			
<b>11. HACCP</b>			
① <b>HACCP documents shall be prepared and maintained.</b>			
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		

<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".