**Checklists for Foreign Establishments** (relating to Article 4)

**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 | ○ ( )㎡/( ) chillers  ○ ( )㎡/( ) freezers |
| - Area, capacity (once), and number of chillers | ○ ( ) m2/( )㎏(M/T)/( )chillers |
| - Area, capacity (once), and number of freezers | ○ ( ) m2/( )㎏(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** |
| --- | --- | --- | --- |
| **Sanitation controls of working area** | | | |
| 1. Buildings shall be located at a place distant from contaminant-generating facilities so that livestock products are not adversely affected by livestock waste water, chemicals and other contaminants. |  |  |  |
| 1. Buildings shall be structured so as to maintain appropriate temperature levels and to provide adequate ventilation. |  |  |  |
| 1. Building materials shall not adversely affect and contaminate livestock products. |  |  |  |
| 1. Working areas shall be in independent buildings or separated from facilities for other purposes. |  |  |  |
| 1. Access to buildings where food products are processed shall be restricted to avoid unauthorized access. |  |  |  |
| 1. There shall be loading/unloading systems, freezing rooms, refrigeration rooms and others and they shall be separated or segregated each other. |  |  |  |
| 1. Each working area (such as loading/unloading systems, freezing rooms, refrigeration rooms and others) shall be maintained in a clean condition. |  |  |  |
| 1. Freezing rooms, refrigeration rooms and others shall be constructed to assure temperature control. |  |  |  |
| 1. In order to check temperatures without opening, the thermometer shall be installed at the outside. |  |  |  |
| 1. Temperature sensors shall be placed at a point with the highest temperature level. |  |  |  |
| 1. Storage of materials shall be conducted within the capacity of the refrigeration (freezing) room. |  |  |  |
| 1. Structures and functions of refrigeration / freezing equipment shall be able to effectively accommodate livestock products in a manner that does not cause contamination. |  |  |  |
| 1. Loading/unloading areas shall be separated from the outside and designed to assure maintenance of temperatures appropriate for types of livestock products. |  |  |  |
| 1. 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. |  |  |  |
| 1. Ceilings and upper structures shall be maintained in a clean condition to avoid falling of condensed water. |  |  |  |
| 1. Lighting fixtures shall provide appropriate light intensity (greater than or equal to 75 lux) and have the protective measures to prevent potential contamination with broken fragments. |  |  |  |
| 1. There shall be a pest control system to prevent potential introduction of insects and rodents. |  |  |  |
| 1. Toilets and locker rooms shall be located at a place not affecting working area. Toilets shall have a hand-washing facility, drying facility and others to assure appropriate ventilation and clean conditions. |  |  |  |
| 1. 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. |  |  |  |
| **Sanitation controls** | | | |
| 1. Facilities, equipment, utensils and others needed for sanitation controls shall be provided and sanitation conditions shall be maintained. |  |  |  |
| 1. Utensils and containers used in storage of livestock products shall be maintained in a clean condition. |  |  |  |
| 1. Personnel shall wear working garments, head covering and shoes appropriate for types of operations and perform their works in a manner to assure clean conditions. |  |  |  |
| 1. Actions shall be taken for personnel who have physical conditions that may adversely affect livestock products. |  |  |  |
| 1. For operations during which contaminated materials have to be contacted or contamination may occur, necessary measures, such as cleaning and disinfection, shall be taken. |  |  |  |
| 1. In-house sanitation control procedures shall be established for personnel, and cleaning and disinfection of working areas, 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 |  |  |  |
| 1. In-house sanitation control procedures shall be followed. |  |  |  |
| 1. **Business operators shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.** |  |  |  |
| 1. On receipt of livestock products, records shall be prepared and maintained for 2 years.   - Recording of vehicle's temperature, expiry period |  |  |  |
| 1. While a refrigeration (freezing) room is opened, operations shall not be performed. |  |  |  |
| 1. **Storage temperatures appropriate for types of livestock products shall be maintained (refrigerating: -2～10℃ (poultry meat: -2∼5℃), freezing: -18℃ or below)** |  |  |  |
| 1. Refrigeration (freezing) facilities shall have automatic temperature recording systems. |  |  |  |
| 1. Refrigeration/freezing rooms shall be constructed to allow for temperature control. |  |  |  |
| 1. In order to check refrigeration/freezing room's temperatures, the thermometer shall be installed at the outside. This may not apply to where temperature monitoring at the central control room can be conducted. |  |  |  |
| 1. Livestock products shall be loaded and stored off the floor or wall. |  |  |  |
| 1. Livestock products shall be appropriately loaded in a manner that the products are not adversely affected. |  |  |  |
| 1. Equipment, machines, utensils, containers, cleaning materials and others used in storage operations shall be maintained at a place protected from rain and snow. |  |  |  |
| 1. They shall be maintained at a place protected from the access of insects, rodents and other animals. |  |  |  |
| 1. 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. |  |  |  |
| 1. Products for export to the Republic of Korea shall be separately stored to avoid potential mix-up with products for the domestic market or other countries. |  |  |  |
| 1. Prior to loading, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature levels. |  |  |  |
| 1. Distribution vehicles shall maintain the refrigeration (freezing) conditions during transport (consideration of seasonal temperature variation). |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Overall  evaluation | Total score |  | <Description of violations and corrective actions required> |
| Percentage | % |
| Final result |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ Date of inspection | |  |  |  |
| □ Inspectors | |  |  |  |
| Organization Position (Title) Name |  | | (seal) |  |
| Organization Position (Title) Name |  | | (seal) |  |
| Organization Position (Title) Name |  | | (seal) |  |
|  | |  |  |  |

**<How to determine Final Result>**

1. **Converting items into a percentage:** The percentage of "Compliant (O)" items is calculated; a) "Compliant", when the percentage is greater than or equal to 85%, b) "Corrective action required", when it is less than 85% and greater than or equal to 70%, and c) "Non-compliant", when it is less than 70%.
2. **No. of "failed" major items:** Items highlighted in bold are major ones. If even a single major item is identified as "X (Non-compliant)", the final result shall be "Non-compliant".
3. **Final result:** If "Non-compliant" is concluded in either of ① or ②, then the final result shall be "Non-compliant".