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

**2.** **Poultry slaughterhouses**

A. General information

|  |  |
| --- | --- |
| ○ Name of slaughterhouse |  |
| ○ Address |  |
| ○ Owner’s 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 dairy slaughter capacity | ○heads/species ( / ) |
| ○ Area of precooling rooms | ○ (m2) |
| - Storage capacity (one time) | ○ (carcass) |
| ○ Number of inspectors |  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 which 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** |
| --- | --- | --- | --- |
| **Sanitation controls of environment / facilities** |
| 1. Slaughterhouse shall be located at a place distant from wastes incineration facility, animal farm and other environmental pollution facilities.

\*This may not apply when it is in the enclosed system and air handling systems are provided or when measures are provided to prevent potential contamination. |  |  |  |
| * 1. Barriers, such as fences, shall be provided to assure that the inner part of the slaughterhouse is not seen from the outside.
 |  |  |  |
| * 1. In order to restrict the generation of dusts, the slaughterhouse-access roads, parking lots, areas between buildings and others shall be paved.
 |  |  |  |
| * 1. Slaughterhouse shall have a 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, locker room, bathroom, resting room and others.
 |  |  |  |
| * 1. Animal holding pens, killing and bleeding rooms and working rooms shall be finished with concrete or other materials to assure water-resistance.
 |  |  |  |
| * 1. Floors of animal holding pens, killing and bleeding rooms and working rooms shall have a slope with a ratio of about 1:100 to assure good drainage.
 |  |  |  |
| * 1. Slaughterhouse shall be classified into a clean area and a general area.
 |  |  |  |
| **Sanitation controls of animal transport and holding** |
| 1. Animal holding pens shall have doors to assure access control.
 |  |  |  |
| 1. Animal holding pens shall be connected to the poultry input line and they shall be in the open structure.
 |  |  |  |
| 1. Animal holding pens shall be of sufficient size to accommodate poultry transport vehicles or containers.
 |  |  |  |
| 1. Animal holding pens shall have the light intensity of at least 110 lux.
 |  |  |  |
| 1. Animal holding pens shall have the light shading, ventilation and water sprinkling facilities.
 |  |  |  |
| 1. Animal holding pen's floor shall be water-resistant and non-slippery, and assure good drainage.
 |  |  |  |
| 1. Electric goad or others that may damage animals shall not be used.
 |  |  |  |
| **Sanitation controls of working rooms** |
| 1. Access to buildings where food products are handled shall be restricted to avoid unauthorized access.
 |  |  |  |
| 1. Personnel working at individual rooms shall not be allowed to go to other rooms.
 |  |  |  |
| 1. If it is necessary to allow personnel to move to other rooms, sanitation measures, such as change of sanitary equipment, shall be taken.
 |  |  |  |
| 1. Doors shall have air curtains or be operated in an automatic or semiautomatic manner.
 |  |  |  |
| 1. Areas between the floor and the wall and between walls (to the extent of 1.5 m from the floor) shall be rounded.
 |  |  |  |
| 1. Floors and walls shall be finished with tiles, concrete, and other materials to facilitate operation and cleaning.
 |  |  |  |
| 1. Ceilings shall be made of water-resistant materials to avoid the attachment of foreign materials, dusts and others.
 |  |  |  |
| 1. Ventilation systems shall be sufficiently provided to assure the removal of odors, hazardous gases, smokes, vapors and others.
 |  |  |  |
| 1. Working rooms shall be appropriately controlled to prevent condensed water.
 |  |  |  |
| 1. Working rooms shall have a pest control system. In addition, devices to avoid entry of rodents and others (appropriate size to block the entry of rodents) shall be provided at drains.
 |  |  |  |
| 1. Drains shall be designed as the underdrainage system and traps (such as U-shaped line) shall be provided to prevent the backflow of smells.
 |  |  |  |
| 1. For lighting fixtures, appropriate preventive measures shall be provided to avoid the potential contamination with falling materials, when they are broken.
 |  |  |  |
| 1. Working rooms shall have day lighting or artificial lighting system to assure appropriate light intensity level for operations and inspections (greater than or equal to 220 lux; greater than or equal to 540 lux recommended for inspection room).
 |  |  |  |
| 1. There shall be an air-conditioning system to assure that working area's temperature levels are maintained at below 15℃.
 |  |  |  |
| 1. Scalding, plucking, defeathering, evisceration, carcass cutting and chilling facilities shall be installed to assure continuous operations.
 |  |  |  |
| 1. Each evisceration line shall have a carcass inspection table.
 |  |  |  |
| 1. Evisceration lines shall a have conveyor-type viscera movement machine or workstation.
 |  |  |  |
| 1. A 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.
 |  |  |  |
| 1. A plucking facility shall have a conveyor-type / mobile-type plucking machine or automatic plucking machine.
 |  |  |  |
| 1. A scalding facility shall have a conveyor-type, continuous scalding machine or automatic scalding machine.
 |  |  |  |
| 1. In order to assure continuous operations, an automatic slaughtering machine shall be installed.
 |  |  |  |
| 1. An inspection table shall maintain slaughtering speeds appropriate for the inspection. (up to 2,500 heads per hour recommended)
 |  |  |  |
| 1. Equipment and utensils coming into direct contact with carcasses shall be made of corrosion-resistant materials (such as stainless steel) that can be easily cleaned and disinfected.
 |  |  |  |
| 1. Water used in cleaning shall be suitable for human consumption and water pressure and cleaning time shall be established and followed.
 |  |  |   |
| 1. Working rooms shall have a water supply system enough to perform cleaning and other operations.
 |  |  |  |
| 1. Water shall be city water or suitable for human consumption. Water quality shall be periodically tested and test results shall be maintained.
 |  |  |  |
| 1. Temperature of water used in scalding shall be appropriately maintained to prevent the cooling of poultry meat.
 |  |  |  |
| 1. Fresh water shall be periodically added during scalding to assure the maintenance of clean condition at all times.
 |  |  |  |
| 1. Poultry meat shall be chilled to 5℃ or below within the specified time. (≤ 1.8 kg: 4 hours, < 3.6 kg: 6 hours, ≥ 3.6 kg: 8 hours)
 |  |  |  |
| 1. Poultry meat shall be maintained at 5℃ or below before packaging.
 |  |  |  |
| 1. Cold-air, water, or an ice-based chilling system shall be installed.
 |  |  |  |
| 1. Chilling system's temperature shall not exceed 15℃.
 |  |  |  |
| 1. Water in a chilling tank shall meet the requirements for drinking water.
 |  |  |  |
| 1. Water in a chilling tank shall be free of any suspended matters. If chlorine is used, the established procedures shall be followed.
 |  |  |  |
| 1. There shall be automatic systems for the removal of anus, cloaca, removal of lung, withdrawal of respiratory duct and esophagus, cleaning of inner and outer parts, and the removal of viscera.
 |  |  |  |
| **Sanitation controls of ante-mortem inspection** |
| 1. **Government veterinarians (inspection officials) or government-appointed veterinarians (inspection officials) shall inspect animal groups according to appropriate procedures and methods (animal's postures and behaviors).**
 |  |  |  |
| 1. 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.
 |  |  |  |
| 1. Inspection of animal groups shall focus on postures and behaviors and be performed at the slaughterhouse's animal holding pen.
 |  |  |  |
| 1. 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.
 |  |  |  |
| 1. When inspection results indicate the presence or suspected presence of animal diseases, inspection officials shall prohibit slaughter.
 |  |  |  |
| 1. An ante-mortem inspection table shall be installed near the slaughter/bleeding room.
 |  |  |  |
| 1. An ante-mortem inspection room shall have lighting fixtures to assure the light intensity of not less than 220 lux.
 |  |  |  |
| **Sanitation controls of animal slaughter** |
| 1. Slaughter shall be performed, while animals are suspended or do not contact the floor.
 |  |  |  |
| 1. 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.
 |  |  |  |
| **Post-mortem inspection** |
| 1. **Post-mortem inspection shall be performed by government veterinarians (inspection officials) or qualified inspection operators under the supervision of government veterinarians (inspection officials).**
 |  |  |  |
| 1. **Carcass meat and viscera shall be inspected by inspection officials according to the post-mortem inspection procedures.**
 |  |  |  |
| 1. Any carcass meat or viscera found to be non-compliant in post-mortem inspection shall be moved to the place other than those for normal products and they shall be discarded or analyzed at a laboratory according to the established procedures.
 |  |  |  |
| **Sanitation controls of laboratory operations** |
| 1. There shall be a microbiological laboratory with apparatus, equipment, reagents and others needed for microbiological examinations. Yet, there may be no need for the laboratory if the examinations are out-sourced to a third-party laboratory in accordance with the exporting country’s standards.
 |  |  |  |
| 1. If the establishment has an in-house laboratory, analysts responsible for microbiological examinations shall have a major in food safety or receive appropriate education/training.
 |  |  |  |
| 1. If the establishment has an in-house laboratory, laboratory operators shall periodically receive education/training in examination operations and records shall be maintained.
 |  |  |  |
| 1. Random samples shall be taken from meat and examined for salmonella. Examination results shall be maintained for more than 6 months.
 |  |  |  |
| **Sanitation controls of refrigeration / freezing rooms** |
| 1. Walls of refrigeration/freezing rooms shall be made of water-resistant and non-toxic materials.
 |  |  |  |
| 1. Refrigeration/freezing room's hanging system shall be installed to assure that livestock products do not contact floor, wall or other livestock products.
 |  |  |  |
| 1. **Refrigeration rooms shall be maintained at -2℃～5℃ and freezing room shall be maintained at -18℃ or below.**
 |  |  |  |
| 1. **Refrigeration/freezing room's temperature levels shall be periodically monitored and monitoring records shall be maintained.**
 |  |  |  |
| 1. Refrigeration/freezing rooms shall be constructed to allow for temperature control.
 |  |  |  |
| 1. In order to check refrigeration/freezing room's temperatures without opening the door, the thermometer shall be installed at the outside. This may not apply to where temperature monitoring at the central control room is conducted.
 |  |  |  |
| 1. Refrigeration/freezing rooms shall be maintained in a clean condition.
 |  |  |  |
| **Sanitation controls of distribution** |
| 1. Distribution rooms shall be distinguished from the outside.
 |  |  |  |
| 1. Distribution rooms shall have a pest control system to prevent the potential introduction of insects and rodents and it shall be periodically controlled.
 |  |  |  |
| 1. Distribution rooms shall be constructed with concrete or other similar materials to facilitate operations and cleaning.
 |  |  |  |
| 1. Distribution rooms shall be maintained at below 15℃.
 |  |  |  |
| 1. Meat products shall be immediately loaded onto meat transport vehicles.
 |  |  |  |
| 1. While a refrigeration (freezing) room is opened, operations shall not be performed.
 |  |  |  |
| 1. Meat shall be handled and transported in a sanitary manner.
 |  |  |  |
| 1. Vehicle's loading chambers shall be maintained in a clean condition at all times.
 |  |  |  |
| 1. Prior to loading of meat, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature levels.
 |  |  |  |
| 1. Refrigeration or freezing condition shall be maintained during transport of meat.
 |  |  |  |
| **Sanitation controls of personnel** |
| 1. Personnel shall wear sanitary working garments, head covering and shoes and perform their work in a manner that assures clean conditions.
 |  |  |  |
| 1. Personnel who wear sanitary working garments and others shall not move out of the working area.
 |  |  |  |
| 1. When an operator intends to go to the toilet during operation, an apron and gloves shall be taken off.
 |  |  |  |
| 1. Smoking, eating and chewing shall not be allowed during operation.
 |  |  |  |
| 1. Personnel engaged in the handling of livestock products shall not wear any watches, rings, earrings, hairpins and other accessories.
 |  |  |  |
| 1. Personnel shall wash hands at the time of entry/exit.
 |  |  |  |
| 1. In order to prevent potential cross-contamination of livestock products, personnel shall frequently clean/disinfect hands, gloves, knives, processing tables and others during operation.
 |  |  |  |
| 1. Any persons who have or are suspected to have a transmissible disease shall not be allowed to perform operations.
 |  |  |  |
| 1. Any persons who have injuries, lesions and others on the arms and open parts shall not be allowed to perform operations.
 |  |  |  |
| 1. All personnel engaged in the handling of livestock products shall receive a health examination before such engagement in operations and such a health examination certificate shall be maintained.
 |  |  |  |
| 1. When a working area is classified (such as a general area and a clean area), different operators shall work at different areas and cross-working shall not be allowed.
 |  |  |  |
| **Other sanitation controls** |
| 1. Locker rooms shall be separately placed near the working areas.
 |  |  |  |
| 1. Locker rooms shall have containers for separate storage of clothes, shoes and others for individual operators. They shall be maintained and controlled in a clean condition.
 |  |  |  |
| 1. Toilets shall be located at a place not affecting the working areas.
 |  |  |  |
| 1. Toilets shall have a hand-washing facility, pest control system and ventilation facility.
 |  |  |  |
| 1. Toilets shall have semi-automatic or automatic faucets for hand-washing to prevent potential contamination.
 |  |  |  |
| 1. For disinfection chemicals maintained at the disinfection preparation room, instructions for use shall be provided and records on the use and control of such chemicals shall be maintained.
 |  |  |  |
| 1. An appropriate waste water treatment system that complies with requirements shall be provided and operated.
 |  |  |  |
| 1. Knives, utensils, saws and others used in cutting and trimming operations shall be frequently cleaned / disinfected with hot water (≥ 83℃).
 |  |  |  |
| 1. Disinfection systems for animal transport vehicles shall be located to assure cleaning/disinfection of vehicles, while vehicles do not turn after unloading of animals.
 |  |  |  |
| 1. Any foreign materials, such as soils, meat residues, hairs and metals, and hazardous substances, such as cleaning agents, shall be removed from the surfaces of apparatus, tools and others coming into direct contact with livestock products.
 |  |  |  |
| 1. Those not suitable for human consumption or to be discarded shall be controlled in separation from meat.
 |  |  |  |
| **General sanitation control practices (SSOP)** |
| SSOPs shall be prepared, maintained and followed as follows(item no. 105~108): |
| 1. 1
 | SSOPs for the 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) |  |  |  |
|  | 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) |  |  |  |
| 1. 0
 | SSOPs for inspection of carcass |  |  |  |
| 1. 0
 | SSOPs for the control of facilities, equipment, tools and others, including refrigeration / freezing systems |  |  |  |
| 1. **Business operators shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.**
 |  |  |  |
| 1. **When any deviations are found, corrective actions shall be initiated. (Corrective actions shall include improvement of sanitary conditions through removal of contaminants, development of actions to prevent recurrence and appropriate treatment of affected products.)**
 |  |  |  |
| 1. When an SSOP is changed or if a revision of an SSOP is deemed necessary after an in-house evaluation, revision history shall be recorded and signed by a responsible person.
 |  |  |  |
| 1. Business operators shall establish a sanitation training plan, conduct training of personnel and maintain training records.
 |  |  |  |
| 1. **If underground water (not city water) is used, it shall be suitable for human consumption.**
 |  |  |  |
| 1. If underground water (not city water) is used, its water quality shall be periodically tested and records shall be maintained.
 |  |  |  |
| 1. Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, they shall make the business operator immediately complete corrections / improvements.
 |  |  |  |
| **HACCP** |
| 1. HACCP documents comprising the following aspects shall be prepared and maintained.

- Organization of HACCP team, product description, process flow (process flow chart, floor plan, materials/personnel flow, ventilation, drainage and others), hazard analysis, determination of CCPs, establishment of critical limits, establishment of monitoring systems, development of corrective actions, verification procedures and methods, documentation and record-keeping, HACCP plan, training plan |  |  |  |
| 1. 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.
 |  |  |  |
| 1. Product descriptions shall be prepared for all products manufactured.
 |  |  |  |
| 1. Specifications for finished products shall be prepared on the basis of regulatory specifications and in-house specifications.
 |  |  |  |
| 1. In-house specifications for finished products shall be based on the validation of critical limits for critical control points.
 |  |  |  |
| 1. Process flow charts shall include processing steps and conditions according to the process flow.
 |  |  |  |
| 1. Floor plans shall be prepared to establish areas so as to prevent cross-contamination between rooms.
 |  |  |  |
| 1. Personnel flows shall be designed to assure efficient movement through areas.
 |  |  |  |
| 1. Ventilation systems shall be designed to assure air flow from a clean area to a general area or to have an independent ventilation.
 |  |  |  |
| 1. Drainage systems shall be designed to assure drain flow from a clean area to a general area or to have independent drainage.
 |  |  |  |
| 1. Potential hazards shall be identified for individual raw materials, other materials and processing steps.
 |  |  |  |
| 1. Critical control points (CCPs) shall be logically established on the basis of process analysis and risk analysis.
 |  |  |  |
| 1. Based on results from the validation of CCPs, critical limits (lower and upper limits) shall be established.
 |  |  |  |
| 1. Monitoring procedures and methods shall be provided to allow for effective observation and recording of critical limits.
 |  |  |  |
| 1. **Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.**
 |  |  |  |
| 1. Monitoring operators shall fully understand monitoring procedures and methods.
 |  |  |  |
| 1. Monitoring instruments for CCPs (balances, thermometers, clocks, standards and others) shall be calibrated and calibration records shall be maintained.
 |  |  |  |
| 1. Corrective action plans including those to be taken when critical limits are exceeded and equipment is out of order shall be prepared.
 |  |  |  |
| 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.**
 |  |  |  |
| 1. Operators responsible for corrective actions shall fully understand methods for corrective actions.
 |  |  |  |
| 1. Verification procedures and methods shall be established to cover validation and implementation aspects.
 |  |  |  |
| 1. Verifications shall be performed at least once a year according to verification procedures and methods and verification results shall be maintained.
 |  |  |  |
| 1. The establishment/revision of HACCP documents shall be dated and signed by a responsible person and the revision history shall be documented.
 |  |  |  |
| 1. Education/training plans shall be established to include the trainees, contents, evaluation methods and others.
 |  |  |  |
| 1. Education/training shall be performed according to the established frequency and records shall be maintained.
 |  |  |  |
| 1. Government authority shall regularly investigate and evaluate companies to verify compliance with HACCP requirements.
 |  |  |  |
| 1. HACCP-related records shall be maintained for 2 years.
 |  |  |  |
| Overallevaluation | 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".