



Better Training for Safer Food *Initiative*

**The standard three steps inspection
method**

BTSEF

Adis Abeba, 31 August 2016

Food safety

objective of this presentation

At the close of this session, you will be able to prepare and conduct a inspection following the three steps inspection method, as well to be able to check on a site visit the necessary documentation and perform a on-site conclusion meeting



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Inspection

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The preparation

Food safety

1 - Introduction

The three steps of inspection

- 1. Preparation according to programming (based on risk assessment)**
- 2. On-site inspection**
 - a. Physical check
 - b. Documentary check
- 3. The follow-up steps**

2 - Preparing Inspection

- Gathering of useful information
- Documentary study, strategic choices
- Material preparation
- Inspection with or without prior warning

3 - Gathering of useful information

- Data of the company (+ approval file + location plan + working hours)
- Last visits reports (+ analysis results + on-going procedures)
- Regulatory bases (regulations + service notes + instructions)
- Check lists (adapted to on-going activities, "inspection" & « documentary control » parts)

4 - Documentary studies – Strategical choices

- Updating the information regarding the company (reading key documentation)
- Identifying priorities of inspection (process critical points, unclear points, control of follow-up activities conducted after previous inspection observations)
- Decision on sample taking (according to prior results, choice of products sampled and analyses to be conducted)

5 - Material Preparation

- **Inspector clothing**
 - list and status
 - particular case (borrowed from FBO)
- **Inspection equipment**
 - testing equipment
 - sampling equipment
 - sampled products packaging
- **Infringement/Ticket forms**
- **Vehicle**

6 - With or Without prior warning inspections

6.1 Without prior warning inspection

- Framework : most frequent case, doubts to be checked, complaints, verification of written procedures,...
- Pros/Cons : surprise effect / absence of responsible staff is possible

6.2 Inspection with prior warning

- Framework : on FBO's request, approval, documentary check, supervision FVO or third-country inspection
- Pros/Cons : responsible present and ready to participate / possible biases in inspection results
- Appointment making : object, persons and documents



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On-site visit

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Synopsis

- 1 . Method
- 2 . Production and transformation stages
- 3 . Distribution stage
- 4 . Service sector (restaurants, canteens) stage
- 5 . On-site visit schedule

1 – Method

- Complete control of the FBO activities
- Partial control of the FBO activities
- Definition of 5 M
 - **E**nviron**M**ent
 - **M**achine
 - **M**aterial
 - **M**anpower
 - **M**ethodology



2 – Production/transformation stages points to control

- Ware housing and/or storage
 - location, surroundings, network connections
 - circuits
 - floor conformity, walls & ceilings
 - furniture & equipment conformity
 - maintenance
 - hands washing

2 – Production/transformation stages points to control

- Conformity of the premises
 - Ware-housing and storage
 - food products safety
 - labelling compliance
 - effective information....
 - rule of « FIFO/FEFO/(...) »
 - storage conditions

2 – Production/transformation stages points to control

- Premises
 - premises and equipment cleaning and disinfection
 - waste management
 - pest control
- Personnel
 - health
 - hands washing practices
 - clothes hygiene
 - staff training

2 – Production/transformation stages points to control

- Temperatures control
 - cold chain monitoring
 - hot technologies control

- Food formulation control, physic-chemical parameters (A_w , pH,...etc)
 - control formulation
 - control of application of monitoring measures of physic-chemical parameters

2 – Production/transformation stages points to control

- Process safety control
 - cross-contamination controls
 - operators must stay on jobs locations
- Finished product conformity
 - batch dates and numbers
 - sanitary stamps (when applicable)
 - labelling conformity
 - finished product aspect control

3 – Distribution stage points to control

- All points of slide 12 are applicable
- Processing workshops inspection
- Storage conditions
- Metrological control
- Non-compliant products handling
- Traceability study

4 – Service sector stage points to control

- Premises and equipment control (2)
- Good practices application
- Raw material inventory
- Control of products and labelling
- Storage conditions
- Traceability study (recall / withdraw)
- Menus and control cards



5 – On-site visit schedule chronological steps

- Arrival on-site
 - first contact, visit cards and mandate
 - meeting with one responsible (request)
 - presentation of the inspection purpose and schedule
 - proper attire wearing
 - equipment preparation and verification
 - filling in first information in the check-list

5 – On-site visit schedule chronological steps

- Inspection according to the path of food or reverse the path of food
 - cloak room and toilets inspection
 - delivery deck(s) inspection
 - raw material post inspection
 - dry and cold storages inspection
 - vegetables preparation inspection
 - cold preparation inspection
 - hot preparation inspection

5 – On-site visit schedule chronological steps

- Inspection according to onward process flow or counter onward flow (follow-up)
 - packaging premises control
 - expedition deck control
 - dish-washing control
 - equipment washing control
 - waste room control
 - surroundings control



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Measures and sampling

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Synopsis

1. Measures

2. Samplings

3. Testing



1 – Measures

- Measures relevance
- Values Measured
 - cold storage and trucks temperatures
 - receiving and working premises temperatures
 - food products internal temperature
- Interpretation of results
 - validity of measures
 - importance of validation in case of infraction

2 – Sampling

2.1 Relevance of sampling and analyses

2.2 Sampling techniques

- representativeness of sampling
- hygiene of sampling



2 – Sampling (Follow up)

2.3 Sampling Procedure

- general sampling procedure
- reimbursement of samples
- monitoring plans
- defence rights
- sampling for microbial analysis
- samples storage
- samples transport
- defining a referential



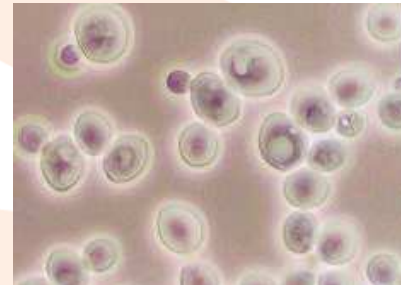
3 – Analysis

3.1 Nature of the analysis

- analysis methods
- microbiological , nutritional, physical or chemical analysis

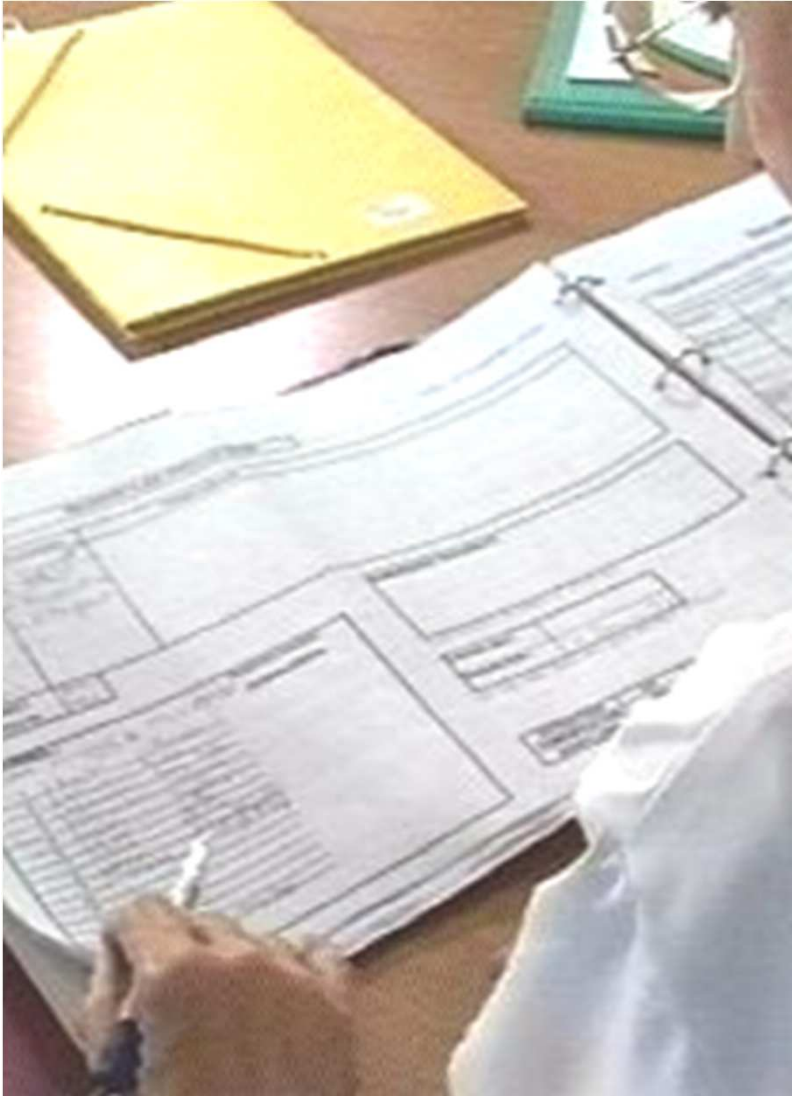
3.2 Results interpretations

- physicochemical test results
- bacteriological results





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Documentary control

Synopsis

1. Documentary Control
2. Control of accounting documents or other company documentation
3. Accounting control

1 – Document Control

- Food products
- Personnel
- Cleaning and disinfection program / plan
- Pest control plan
- Bacteriological quality of the water
- Raw material conformity control
 - conformity
 - consult reception forms (archive)

1 – Document Control

- Process steps control
 - cold chain
 - hot chain
- Finished product conformity control
 - internal microbiologic control results
 - «official» microbiologic results
 - finished product traceability conception
 - «non compliance » management



2 – Control of accounting and other relevant documents

Which documents?

- formulation notes and recipes
- quality assurance documents
- process notes
- invoices
- delivery notes

Small Business Administration

Task	Activities	A	D	P	C	Q
		T	M	M	M	A
				F		M
Reviews and Audits	Participate in peer reviews	*				*
	Participate in technical reviews	*	*	*		*
	Coordinate peer reviews		*			
	Ensure that technical and peer reviews are performed		*			
	Conduct QA reviews				*	*
	Conduct Functional Configuration Audit	*				*
	Conduct Physical Configuration Audit				*	*
	Conduct process compliance audits				*	*
	Conduct Project Management reviews		*			*
	Conduct Quality Assurance reviews					*
	Ensure SDC documents conform to standards				*	*
	Review/audit life cycle phase activities				*	*
	Participate/review compliance of reviews/audits				*	*
	Test	Write and execute Test Plans	*			
Ensure problem reporting compliance						*
Problem Reporting	Ensure test plan compliance					*
	Document software problem reporting procedures				*	*
	Assess adequacy and compliance					*
Tools, Techniques, Methodologies	Document QA problem reporting, corrective action, non conformance, and escalation procedures					*
	Develop and apply QA tools, techniques, and methodologies					*
Code Control	Perform code (version) control of software and documentation				*	*
	Verify compliance of code control					*
Media Control	Perform media control					*
	Verify compliance of media control					*
Supplier Control	Document how vendor is managed		*			*
	Assess adequacy and compliance of supplier with applicable standards and requirements and SW Acquisition Methodology					*
Collection, Maintenance, and Retention	Maintain project records				*	*
	Verify compliance					*
Training	Determine QA training needs		*	*		*
	Undergo QA orientation or training as needed	*	*	*		*

2 – Control of accounting and other relevant documents (follow up)

- Company internal documentation
 - technical documents
 - quality assurance documents
 - internal control documents (Eg: mass balance)
- Documents sources: external documentation
 - commercial documents
 - interest of external documents (referential, guide lines, etc.)



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Conclusions on-site

Synopsis

1. Justification

- **Interest of the inspectors**
- **Interest for the FB Operator**

2. Conducting the inspection

1 - Justification

1. Interest of the inspectors

- drawing a synthesis of inspection observations
- detail positive points and improvements
- inform on sampling and test results (and possible follow-up steps)
- **Note first feed back from the FBO**
- Avoid any future complaints/ claims

1 - Justification

2. Interest for the FBO

- gaining a better understanding of non-compliances
- provide the inspector with clarifications on non-compliances and possible infringements
- get to know the follow-up steps of inspection
- taking corrective actions without delay

2 - Conducting the inspection

- Precise identification of the persons involved
- Recall framework, nature and primary objectives of the inspection
- Make a hierarchy of main non-compliances and non-respect cases of procedures (▲ do not forget !)
- Neutral observation, explaining food safety consequences and seriousness of observations
- Global appraisal of the situation
- Indication of correctives measures to be taken and precision on next steps (▲ be careful with your language !)



THANKS FOR YOUR ATTENTION!

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