**annex 2 – PRE-INSPECTION DOCUMENTATION SCHEDULE**

**To:** Name and address of FBO

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Your food business is due to be inspected shortly. To save time during the inspection and to reduce disruption to your business on the day, it would be helpful if you could provide the information indicated below in advance. Requested information should be sent to:

**Officer’s business address:**

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**For the Attention of:** Officer’s name

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**The information requested should be provided no later than:** Date information required

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**If you have any questions, please contact the aforementioned officer at:   
Officer’s phone number:**

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**Officer’s email address:**

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| 1 COMPANY PROFILING | | | |
| 1.1 | | **Identity and contact details, name, address, telephone number(s), email  address and details for:** | |  | | --- | |  | |
| 1.1.1 | | Food business operator (the legal person conducting the business): | |  | | --- | |  | |
| 1.1.2 | | Managing Director: | |  | | --- | |  | |
| 1.1.3 | | Company Secretary: | |  | | --- | |  | |
| 1.1.4 | | Quality/Safety Assurance Manager: | |  | | --- | |  | |
| 1.1.5 | | Person responsible for authorising conformance with food safety management procedures: | |  | | --- | |  | |
| 1.2 | | List of current product range: | |  | | --- | |  | |
| 1.3 | | List of current customers: | |  | | --- | |  | |
| 1.4 | | List of current suppliers: | |  | | --- | |  | |
| 1.5 | | Master manufacturing instructions: | |  | | --- | |  | |
| 1.6 | | Current site layout/plan: | |  | | --- | |  | |
| 2 HACCP-ASSOCIATED DOCUMENTATION | | |
| 2.1 | **HACCP Plan** | |  | | --- | |  | |
| 2.2 | Current HACCP Plan | |  | | --- | |  | |
| 2.2.1 | Including current process flow diagrams | |  | | --- | |  | |
| 2.2.2 | Including standard operating procedures for each CCP/Operating manuals for equipment at each CCP | |  | | --- | |  | |
| 2.2.3 | Including monitoring records for each CCP since [date] | |  | | --- | |  | |
| 2.2.4 | Including corrective action records for each CCP since [date] | |  | | --- | |  | |
| 2.3 | **Verification Activity** | |  | | --- | |  | |
| 2.3.1 | Operating instruction manuals for HACCP control measurement | |  | | --- | |  | |
| 2.3.2 | Documentation from last review of HACCP Plan | |  | | --- | |  | |
| 2.3.3 | Minutes of last 3 meetings of the HACCP Team | |  | | --- | |  | |
| 2.3.4 | Documentation in relation to the last process flow diagrams review/validation | |  | | --- | |  | |
| 2.3.5 | Documentation in relation to new product design (from the date of the last inspection) | |  | | --- | |  | |
| 2.3.6 | Documentation in relation to the last 3 internal audits of the HACCP Plan | |  | | --- | |  | |
| 2.3.7 | End product sampling and assay plan | |  | | --- | |  | |
| 2.3.8 | Results of end-product assay(s) from the date of the last inspection: | |  | | --- | |  | |
|  | • Microbiological | |  | | --- | |  | |
|  | • Chemical | |  | | --- | |  | |
| 2.4 | Documentation associated with validation: process capability assessment | |  | | --- | |  | |

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| 3 PREREQUISITE PROGRAMMES | | |
| 3.1 | **Training** | |  | | --- | |  | |
| 3.1.1 | Training policy | |  | | --- | |  | |
| 3.1.2 | Records in relation to training: | |  | | --- | |  | |
|  | • Induction training | |  | | --- | |  | |
|  | • HACCP training | |  | | --- | |  | |
|  | • CCP/SOP training | |  | | --- | |  | |
|  | • Food hygiene training | |  | | --- | |  | |
| 3.2 | **Staff Hygiene** | |  | | --- | |  | |
| 3.2.1 | Policy on staff hygiene (e.g. protective clothing) | |  | | --- | |  | |
| 3.2.2 | Staff Exclusion Policy | |  | | --- | |  | |
| 3.3 | **Cleaning and Disinfection** | |  | | --- | |  | |
| 3.3.1 | Cleaning and disinfection procedures | |  | | --- | |  | |
| 3.3.2 | Cleaning and disinfection schedules | |  | | --- | |  | |
| 3.3.3 | Specifications for all cleaning and disinfection agents | |  | | --- | |  | |
| 3.3.4 | Environmental cleaning and disinfection assays e.g. swabbing | |  | | --- | |  | |
| 3.4 | **Water Supply** | |  | | --- | |  | |
| 3.4.1 | Results from microbiological assay of the water supply | |  | | --- | |  | |
| 3.4.2 | UV light renewal records | |  | | --- | |  | |
| 3.4.3 | Filter renewal records | |  | | --- | |  | |
| 3.4.4 | Procedure for chemical dosing | |  | | --- | |  | |
| 3.5 | **Pest Control** | |  | | --- | |  | |
| 3.5.1 | Pest control policy/contract | |  | | --- | |  | |
| 3.5.2 | Results of pest control inspections since the date of the last LA inspection | |  | | --- | |  | |

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| 4 OTHER GOOD MANUFACTURING PRACTICES | | | | |
| 4.1 | | **Foreign Body Control** | | |  | | --- | |  | |
| 4.1.1 | | Policy procedure on foreign body control | | |  | | --- | |  | |
| 4.1.2 | | Glass/Perspex control procedure | | |  | | --- | |  | |
| 4.1.3 | | Results from glass/Perspex audits undertaken since last LA inspection | | |  | | --- | |  | |
| 4.1.4 | | Results from foreign body control measures e.g. metal detection/scanning | | |  | | --- | |  | |
| **5 TRACEABILITY, PROVENANCE AND LOT MARKING** | | | | |
| 5.1 | | **Traceability procedure** | | |  | | --- | |  | |
| 5.2 | | Lot marking procedure | | |  | | --- | |  | |
| 5.3 | | Records in relation to last traceability test/challenge | | |  | | --- | |  | |
| 5.4 | | Procedures for product recall conforming | | |  | | --- | |  | |
| 5.5 | | Records in relation to last product recall test/rehearsal | | |  | | --- | |  | |
| 5.6 | | **Procedure(s) for managing non-conforming product e.g. disposition, control, quarantine, re-working etc** | |  | | --- | |  | |
| 5.7 | | Records in relation to non-conforming product since the last LA inspection | |  | | --- | |  | |
| 5.8 | | Procedure for supplier approval | |  | | --- | |  | |
| 5.9 | | Last supplier approval | |  | | --- | |  | |
| 5.10 | | Last supplier audit for each supplier | |  | | --- | |  | |
| **6 CALIBRATION** | | | |
| 6.1 | | **Procedure for calibration of HACCP control measure and monitoring equipment** | |  | | --- | |  | |
| 6.2 | | Calibration records | |  | | --- | |  | |
| **7 ALLERGEN MANAGEMENT AND CONTROL** | | | |
| 7.1 | | **Policy on allergen control** | |  | | --- | |  | |
| 7.2 | | Method for informing customers in relation to allergenicity of product | |  | | --- | |  | |
| 7.3 | | Procedure for procurement in relation to allergen control | |  | | --- | |  | |
| 7.4 | | Procedure for controlling cross contamination in relation to allergens | |  | | --- | |  | |