



INSPECTION AGENDA – FOOD TRADER

Inspection Activity

OPENING MEETING (including Presentation of Inspection Agenda)

DOCUMENTATION REVIEW

- License to Operate (if applicable)
- DTI Certificate / SEC Registration with Articles of Incorporation / Cert. Of Cooperative Development Authority (if Cooperative)
- Mayor's Business Permit / Brgy. Clearance (if the business name and/or address is different from the registered name and/or address in the DTI / SEC)
- Notarized Proof of Occupancy / Lease Contract / Transfer Certificate of Title (Office/Warehouse/Stock Room)
- List of Products and copy of valid Certificate of Product Registration (for LTO renewal/PLI)
- List of Suppliers / Sources (foreign/local)
- Franchise agreement (if applicable)
- Suppliers Documents
 - For Local Supplier
 - a. Copy of valid LTO of Toll Manufacturer / Repacker
 - b. Notarized Toll Packing / Food Manufacturing / Repacking Agreement (including warehousing & logistics services)
 - For Importer of Raw Material for own use:
 - a. Foreign Agency Agreement (Distributorship Agreement / Proforma Invoice / Commercial Invoice / Certificate/Letter of Appointment;
 - b. Status of Manufacturer (GMP Certificate / Certificate of Free Sale / HACCP Certificate / Phytosanitary Certificate – issued and attested by Health Regulatory Authority / Recognized Association (duly authenticated by the Philippine Consulate from the country of origin)
- Distribution Records/Sales Invoice
- Standard Operating Procedures for:
 - a. Handling Product Recall, Complaints and Returns
 - b. Pest Control including Service Records / Contract
 - c. Stock Management Control
 - d. Dispatching & Transporting of Products



- e. Cleaning & Sanitation
- f. Equipment Maintenance including Calibration Records of Temperature Devices (if applicable)
- Duties and Responsibilities / Trainings of the warehouse personnel
- Other pertinent documents

Walk Through Inspection (Office/Warehouse/Stock Room)

REPORT WRITING

EXIT MEETING