



INSPECTION AGENDA – COSMETICS & HOUSEHOLD URBAN PESTICIDES DISTRIBUTOR

Inspection Activity

I. Opening Meeting

- Introductions
- Inspection scope
- Attendance record

II. Document Review

2.1 Organization, Management & Personnel

- Organizational Chart
- Job Description / Duties and responsibilities of personnel involved in supply chain
- Training Plan
- Training Records and/or Competency evaluation of personnel

2.2 QMS & Documentation

- License to Operate
- Proof of Business Registration (DTI / SEC and Business / Mayor's Permit)
- Standard Operating Procedures
- Franchise agreement (if applicable)
- Records
 - Distribution Records
 - Importation documents
 - Receipts from suppliers
 - Receipts issued to customers
 - Product complaints
 - Product recall
 - Summary list with status of notification



- Recorded temperature and relative humidity (RH) monitoring data (where applicable)
- Calibration records of temperature/RH monitors (where applicable)
- Stock Reconciliation/ Inventory

2.3 Contract activities

- Distribution agreements with suppliers (quality agreements)
 - FDA Licenses (for local suppliers) / GMP Certificates or other equivalent document (for foreign suppliers)
- Agreement with third party (TP) logistics or carrier (when applicable)

III. Walk-through Inspection

3.1 Warehouse facilities

- Adequate/ sufficient and labeled or identified areas for products:
- Commercial stocks/Rejects /Returns/Recalled
- Facilities & equipment (PPEs for HUPs)
 - Storage conditions (must be in compliance with the recommendations of manufacturer or instructions on the label)
 - Temperature monitors
- Sanitation /Pest Control Records
- Stock Rotation ((first expiry/first out (FEFO) system must be observed)

3.2 Products

- Labeling compliance
- Status of Notification/ Product registration
- Sample collection (as necessary)

3.3 Other Requirements

- **Product Information File for Cosmetic Products**
 - Part I Administrative Documents & product Summary
 - Part II Quality Data of Raw Materials
 - Part III Quality Data of Finished Product
 - Part IV Safety & Efficacy Data



IV. Report Writing

- Consolidation and discussion of findings

V. Exit Meeting

- Attendance record
- Presentation/ discussion of findings
- Signing of Inspection Report