



C. HIGHLY TECHNICAL

INSPECTION AGENDA – FOOD MANUFACTURER/ REPACKER/ BOTTLED WATER MANUFACTURER

Inspection Activity

OPENING MEETING

- Presentation of inspection agenda, attendance sheet
- Company presentation (plant layout, process flow, HACCP Plan, *if any*)

INSPECTION PROPER

- Storage/Warehouse facilities (raw materials, packaging materials and finished products)
 - Premises (Sanitation: Sanitation Program/Pest Control /housekeeping/ventilation/Lighting etc.)
 - Storage fixtures (pallets, steel racks/cabinet)
 - Storage equipment (Temperature monitors)
 - Storage area/segregated areas for recalled/damaged/expired/returned products
 - Storage condition (Stock Rotation and arrangement)
 - Records (temperature and RH, calibration, Stock Reconciliation/ Inventory, Dispatch)
- Processing area
- Laboratory facility (***If provided; mandatory to bottled water processor***)
- Sanitary facilities (**such as but not limited to** gowning area, hand washing, toilet facilities)
- Products (physical examination / Collection of samples)
- Transport & Dispatch of products
 - Vehicle Maintenance, Personnel, Compliance to Storage Requirements

DOCUMENTATION REVIEW

- Quality Control Procedures/Quality Manual, GMP Manual and/or HACCP Manual
- Standard Operating Procedures
 - Cleaning and Sanitation (production area, equipment, premises)
 - Rejection>Returns/Disposal
 - Product Recall
 - Retention Sample
- QC Methods and Procedures / Sanitation & Hygiene Records / Preventive Maintenance Records:
 - In-house and third-party laboratory analysis (water, finished products)



- Production Record/Batch Manufacturing Records/Monitoring Records
- Quality audits (internal/external)
- Sanitation checklist
- List of approved suppliers, certificate of analysis of raw materials and packaging materials
- Calibration of monitoring/measuring instruments/equipment
- Pest control program and records (including service reports and chemicals used)
- Personnel training program and records (in-house/third party)
- Health certificates of personnel
- Documents relative to subcontracting of manufacturer
- Verification of submitted licensing documentary requirements
- Franchise agreement (if applicable)

See Administrative Order 153 as reference for Good Manufacturing Practices (GMP)

REPORT WRITING

EXIT MEETING