



## INSPECTION AGENDA – TOYS AND CHILDCARE ARTICLES MANUFACTURER

### Inspection Activity

#### OPENING MEETING

- Presentation of Inspection / Audit Plan
- Presentation of Floor Plan and Plant Lay-Out
- Scope of Inspection

#### PLANT INSPECTION

- Premises & Equipment**
  - o Production areas
  - o Sampling Area
  - o Packaging
  - o Maintenance of facilities
  - o Cleaning of equipment
  - o Maintenance/Calibration of Equipment
  - o Pest Control
  - o Waste Disposal
- Warehouse**
  - o Raw Materials
  - o Packaging Materials
  - o Finished Goods

#### DOCUMENTATION REVIEW

- Duly Accomplished Integrated Application Form
- DTI / SEC Registration
- Business Permit / Mayor's Permit
- Contract of Lease of Office or Proof of Ownership (TCT) or Certificate of Occupancy



- Contract of Lease of Warehouse or Proof of Ownership (TCT) or Certificate of Occupancy
- Training Certificates
- Internal Audit
- 201 File of Technical Person / Authorized Person
- Standard Operating Procedures (if applicable)
- Certificate of Analysis of Finished Goods (Third Party)
- Disposal Plan
- Recall Plan
- Incoming Delivery Receipts and Distribution Records
- Franchise agreement (if applicable)

**REPORT WRITING**  
**EXIT MEETING**