



INSPECTION AGENDA FOR HEALTH PRODUCTS HELD AT THE BUREAU OF CUSTOMS/CONSIGNEE'S WAREHOUSE FOR VERIFICATION AND FINAL DISPOSITION

Inspection Activity

- I. **Inspection** [SITE/LOCATION OF CARGO /SHIPMENT]
- II. **Opening Meeting** [BOC Examiner and Consignee/ Consignee's authorized representative]
- III. **Actual inspection of the cargo/shipment**
 - 3.1 temperature storage condition
 - 3.2 physical examination of the products [appearance and label]
- IV. Verification/ validation of the following Documentary Requirements as applicable and necessary vs. actual cargo/shipment

For donations

- 4.1 Affidavit/Deed of Undertaking
- 4.2 *Airway Bill/ Bill of Lading
- 4.3 *Packing List
- 4.4 *Proforma Invoice / Commercial Invoice
- 4.5 *Certificate of Free Sale (CFS) or its equivalent
- 4.6 Deed of Acceptance
- 4.7 Deed of Donation

For public auction / products with safety issues /alert

- Valid FDA License to Operate [LTO]
- Valid Certificate of Product Registration [CPR]

*applicable documents mentioned above

Certificate of Analysis and other pertinent documents [as applicable and necessary]



- V. **Collection of product samples** [as applicable and necessary]
- VI. **Report Writing** (Observation and findings/recommendation/directives)
- VII. **Exit Meeting** (discussion observation and findings/recommendation/directives)

B. COMPLEX

INSPECTION AGENDA – FOOD DISTRIBUTOR

Inspection Activity

I. Opening Meeting

II. Document Review

-Verification of submitted licensing documentary requirements

2.1 Organization, Management & Personnel

- Organizational Chart /Job Description/ Duties and responsibilities
- Training Plan/ Records/ Competency evaluation

2.2 QMS & Documentation

- Authorization (LTO & CPR)
- Risk Management Plan (RMP)
- Standard Operating Procedures
- Records (Importation/Distribution/Deliveries, complain, recall)

2.3 Contract activities

- Quality Agreement with suppliers/sources
- GMP Certificate/Free Sale /Phytosanitary Certificate and other equivalent documents
- Franchise agreement (if applicable)