



- 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)