

## **Appendix I**

### **Tool Kit for B.C. Abattoirs to Develop an Enhanced Food Safety System**

The tool kit is broken down into three categories. Each category consists of two areas:

- Procedures
- Checklists

The examples provide can easily be modified to suit each individual plant. The time to fill in the paperwork is approximately 40 minutes per day. These sanitation plans and checklists are important, but only form a small part of the overall plant food safety plan.

#### Categories:

1. Pre-Operational Inspection Program
2. Operational Inspection Program
3. Sanitation Inspection Program

#### **Validation of Sanitation Plans**

Throughout the inspection processes presented in this document, validation of processes effectiveness can be performed and recorded using environmental monitoring systems such as the handheld luminometer. These devices can test food contact surfaces for cleanliness in seconds. Testing contact surfaces can be done easily in the pre-operational inspection with results written into the pre-operational report.

3M and Hygiena are companies that sell luminometers with all the different test kits available. Cost of luminometers run from \$900.00 and up and cost per test is approx. \$2.00 for contact surfaces.

In-house E. coli and Listeria tests require a small counter space for lab equipment and cupboard space to house testing tools and supplies. There are many companies out that supply lab equipment, but 3M has a good product range of in-house labs at a reasonable cost. To get set up with small incubator, tools, supplies and E. coli and Listeria plates start around \$2,000.00 depending on what is needed.

E. coli and Listeria testing takes about 26 hours in the incubator and both environmental and product tests can be done with this equipment. Unlike the luminometer that just requires a morning calibration, the lab work requires some experience or one person who can take on the responsibility and learn the process. It is not complicated, but requires precision in procedure to get accurate results. The man-hours required to perform Listeria and/or E. coli testing is estimated to be about 40 minutes; additional samples done at the same time will take about 10 minutes each.

Carcass acid wash can be set up by dispensing lactic acid at 1-1.5%. A metering valve can be placed in the waterline in front of a hose specifically for acid wash. Metering valves can be purchased at chemical companies that the plants deal with for cleaning and sanitation products. Metering valves cost approximately \$900 plus plumbing parts (don't forget the back flow valve). Lactic acid comes in 20 litre pails at a cost of \$125.

# 1. Pre-Operational Inspection Plan

A pre-operational inspection must take place in every room and area in which animals are slaughtered, carcasses are dressed, or meat products are prepared for human consumption. The pre-operational inspection must be carried out on a daily basis, prior to employees commencing work. The purpose of such an inspection is to examine the production facilities including all equipment and to determine if the clean-up and maintenance procedures were carried out in a satisfactory manner.

The pre-operational inspection is an essential part of the quality control program in all slaughter and processing plants.

## **Pre-op Guide:**

- Inspect all meat contact surfaces for cleanliness. Complex equipment must be inspected before it is assembled.
- Inspect areas of equipment and facilities, which do not normally come in contact with meat products such as undersides of equipment, ceilings, walls, floor, drains, overhead rails, equipment frames etc., for cleanliness and maintenance deviations. Confirm that hand wash facilities are functional and supplied with soap, towels and waste containers. Although non-contact surfaces are less critical than meat-contact surfaces, there are potential sources of contamination located above meat products and are generally the more critical ones because of the possibility of contaminants falling into the product.
- Inspect equipment and facilities for the state of maintenance. Any cracks, peeling paint, rust, loss of galvanization, open seams and other wear and tear can be best seen during the pre-operational inspection. Pre-operational inspection can spot actual and potential problems. Defective facilities or equipment can be programmed for repair, replacement in an orderly manner before it becomes severe.
- Check temperature of production area. A sufficient airflow in production areas should be observed. Make sure that air is not flowing from relatively contaminated areas to a cleaner area (livestock holding areas to kill floor / or from kill floor to meat processing area). Observe if there are condensation problems, which are often the result of faulty ventilation, poor insulation or insufficient air movement.
- Check the general state of housekeeping and request action before the conditions get out of control.
- Product should be stored, rotated and handled under conditions that will prevent damage or deterioration.
- Light bulbs should not be burned out, broken and flickering; light covers should be clean, free of water settling and mould growth in the shades.
- Garbage containers are clean and marked as inedible. Garbage container with cracks must be replaced.
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Equipment and facilities shall not be used unless they are clean and in satisfactory state of repair. Unsatisfactory equipment and facilities shall be re-cleaned, repaired and re-inspected before use. Depending on the extent of the clean-up problem, one piece of equipment, one room or area, one department or the whole processing plant may have to be withheld from operations. If clean-up deficiencies and maintenance problems are less critical and in an opinion

of the inspector, the wholesomeness of meat products would not be compromised if operations were permitted, corrective action may be delayed. In these cases corrective action can be programmed to prevent the development of a crises situation.

### **Potential Contamination Sources:**

An employee responsible for an inspection must understand the environment in which meat products are handled. It further requires keen observation and constant review to assure that environmental influences have not arisen that could adversely affect the acceptability of the product. Look up, look down and look around and examine the product itself.

### **Paint, Dust, Rust, Condensation and Disintegrating Insulating Material:**

The above is a partial listing of contamination or hazards. This type of contamination can fall into or on the product, equipment and packaging material. The sanitation program requires an ongoing enforcement of good maintenance, which should eliminate peeling paint, dust, rust, condensation and disintegrating insulating materials.

### **Metal Contaminants:**

Metal contamination may come from multitude sources and may include the following; friction of metal hooks on overhead rails, poorly welded equipment, broken and worn equipment, metal hangers, loose strapping, wires etc.

### **General Temperature Requirements:**

Chill cooler: 4°C or less

Holding Cooler: 4°C or less

Freezer: -18°C or less

Cutting and boning rooms: 10°C or less

Curing Rooms: 5°C or less

Other processing rooms such as formulation and packaging areas 10°C or less.

### **Pre-op Procedures and Paper Trail:**

The preoperational inspection takes place before processing. The preoperational inspector will inspect the processing plant thoroughly. If the inspector finds any deviation he/she will note the deviation on the pre-operational inspection sheet. If the deviation is severe and would jeopardize the food safety the unsatisfactory item will be put on hold with an "On Hold" sign or if it does not jeopardizes the food safety, the pre-operational inspector will inform sanitation and/or maintenance department to address the problem as soon as possible. Any equipment on hold must be cleaned or maintained and re-inspected by the preoperational inspector in charge. The corrective action taken must be reported on pre-operational inspection sheet as well as the initial of the involved employee. The pre-op inspection should be verified on site once a month from a qualified employee to make sure the inspecting employee knows and follows the required procedures.

Company Name	Preoperational Inspection Report Equipment	Week of:  Ref#
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Location and Equipment	<i>Severity of problem: O.K. / X=Minor / ●=Major Y=Stored</i>	Findings, explain the problem	Corrective Action Taken Explain corrective action	Initial	Transferred to: Sanitation, Maintenance Personnel	Initial
Hand saw						
Well saw						
Meat Tenderizer						
Fresh Sausage Linker						
Vacuum Stuffer						
Linker and Stuffer Horns						
VCM Cutter						
Bacon Slicer						
Jerky Slicer						
Vacuum Packer						
Vacuum Tumbler						
Grinder/Mixer						
Band Saw						

<b>Company Name</b>	<b>Preoperational Inspection Report Coolers, Tables and Rooms</b>	Week of:  Ref#
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<b>Location and Equipment</b>	<i>Severity of problem: O.K. / X=Minor/ ●=Major Y=Stored</i>	Findings, explain the problem	Corrective Action Taken Explain corrective action	Initial	Transferred to: Sanitation, Maintenance Personnel	Initial
Pickle Cooler						
RTE Packaging Cooler						
RTE Cooler						
Chill Cooler						
Holding Cooler						
Freezer						
Cutting Room						
Tables in Cutting Room						
Cutting Table						
Sink Facilities						
Damage Table						
Wrapping Table						
Cooking Room						
Spice Room						

<b>Company Name</b>	<b>Preoperational Inspection Report Miscellaneous</b>	Week of:  Ref#
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<b>Location and Equipment</b>	<i>Severity of problem: O.K. / X=Minor/ ●=Major Y=Stored</i>	Findings, explain the problem	Corrective Action Taken Explain corrective action	Initial	Transferred to: Sanitation, Maintenance Personnel	Initial
<b>Smokehouse #1</b>						
<b>Smokehouse #2</b>						
<b>Smokehouse Trucks</b>						
<b>Jerky Sticks</b>						
<b>Bacon Combs</b>						
<b>Smokehouse Screens</b>						
<b>Water Cooker</b>						
<b>Pressure Washer</b>						
<b>Label Scale</b>						
<b>Spice Scale</b>						
<b>Platform Scale</b>						

## 2. Operational Inspection Plan

The operational checklist is used similarly to the preoperational inspection to verify the sanitary handling procedures are maintained and conducted throughout the day during processing.

The Operational Inspectors responsibility is to monitor and enforce employee product handling, sanitary hygienic practices and hygienic environment. If the sanitary and maintenance requirements are not being met, the operational inspector is authorized to stop the processing until the problem is resolved. If an employee is found not in compliance to the plant rules and regulations, and the task as indicated on the operational inspection list, the department foreman will be responsible to verbally reprimand and re-train the employee. This training must be documented on the operational inspection record and initialled by the employee committing the offence. Repeat offenders will be noted for formal employee training.

All records must be completed with date, time of inspection, and results of inspection as well as corrective action taken by non-compliance and the initial of the employee responsible for the inspection.

### **Task Check Procedures:**

General temperature requirements must be met:

Cutting and boning room: 10°C or less.

Production and packaging area: 10°C or less.

### **Time of Check:**

Record the time the inspection checks were done.

### **Equipment and Utensils:**

- All products must be covered and/or removed from area or equipment, which is to be cleaned to prevent any contamination through cleaning chemicals and/or splashing water.
- Employees responsible for cleaning must know the proper method and procedures in cleaning equipment.
- After usage of small equipment and or tool it should be put away and not left in disarray on equipment, so that it does not accidentally fall into the product or machinery.

### **Product Handling Procedures:**

- Observe proper sanitary, hygienic handling of raw material.
- Products are not permitted to sit on floor even if in boxes.
- Products should be properly stored, rotated and handled.
- Ingredients must be stored at acceptable temperatures to ensure production of food safe food.

### **Employee Work Habits:**

- Employees must wash their hands prior to start work and on return to the workstation after breaks.
- Hand washing practices must be followed after i.e. use of toilets, touching any part of their face, picking product up off floor, handling packaging material etc. This includes washing hands before putting gloves on.
- Employees must wear clean well maintained protective work clothing.
- Employees are not permitted to leave the plant with work cloths/boots on.
- Sores and cuts are covered and not exposed to any products or food contact surfaces.

### **General Housekeeping:**

- Overview the processing area for general cleanliness.
- Squeegees and other cleaning equipments should be neatly put away and not lying on the floor.
- Steam/dust in room.

### **Floors, Drains, Pooling Water:**

- Floors must be clean and free of debris and drains must be unblocked. Debris must not be flushed down the drain but picked up and put in the inedible bin.
- There must not be any pooling water on the floor and around the drains. Water must be squeegeed into the drains.
- Product wagons are not permitted to stand in any pooling water.
- Wagons with products or product containers are permitted to be moved around the pooling water but never through it to prevent cross contamination.
- All products suspected of contamination must be disposed in the inedible containers.

### **Walls, Shelves, Ceiling and Lights:**

- Walls and ceilings are clean and nothing is hanging down that could fall into products such as tapes or insulations.
- Shelves are clean, free of dust and free of excess clutter, etc.
- Lights are clean and in good working conditions.



### **Condensation:**

- There must be no condensation found dripping from the ceiling or overhead construction, refrigeration units etc.
- Condensation created by equipment must be dried off. If condensation was created by a mechanical problem the maintenance department must be notified.
- Product must be removed from area where condensation was being found.

### **Inedible Containers and Utensils Are Clearly Identified:**

- To avoid contamination, all inedible containers must be clearly identified as such. Inedible containers and utensils are inspected for breaks, cracks and punctures. All containers found in this condition must be replaced.
- The sanitation employees at the end of the shift will remove inedible containers and utensils for cleaning purposes.
- Inedible containers and utensils must be placed properly in the area to prevent and avoid any product contact that may cause contamination to products, material and equipment.

During processing a designated employee will inspect and complete the operational inspection record, daily, as per task listed in each area for acceptability. (Inspections task must be completed twice per shift preferably before each break).

If one task is not acceptable and a deficiency is found, it must be noted on the operational Inspection Record and corrective action must be taken to resolve the deviation.

### **Operational Inspection Summary:**

Sanitary conditions are maintained during processing. Congestions of product or other conditions that could create a product risk are adequately controlled. Facilities (freezers, coolers, dry storage and welfare areas etc.) are maintained in a sanitary and orderly manner. Floors are free of accumulations. Condensation, when occurs, is dealt with immediately; ongoing condensation problems are corrected as part of the maintenance program. Product handling practice meet departmental requirements (ex: products fallen on floor, handling of packaging material and exposed products, disposed inedible product, cleaning and disinfections of inedible containers returning to edible areas etc.) Potential contamination sources are known and controlled. Refrigeration requirements are monitored and met during the production period. Chemical cleaner and sanitizer where used, are maintained and monitored to ensure their effectiveness.

### **Paper trail:**

***The operational inspection report will be filled out completely and given to the HACCP Coordinator for review. Items regarding maintenance and/or sanitation, which could not be resolved immediately, will be transferred to the sanitation or maintenance department. Employees not following the rules will receive a verbally or written update training depending on grade for the non-compliance. All operational inspection reports will be kept on file for at least 12 month***

## Operational Inspection Check Sheet

	Temperature Readings										Findings Explain the observed problems	Corrective Action Taken Maintenance, Personnel, Sanitation, etc. Explain which corrective action resolved the problem	
	Mon		Tue		Wed		Thur		Fri				
	am	pm	am	pm	am	pm	am	pm	am	pm			
Location and Procedures													Initial
Pickle Cooler													
Chill Cooler													
Holding Cooler													
Freezer													
Cutting Room													
RTE Packaging													
RTE Cooler													
Equipment and Utensils													
Product Handling													
Employee Work Habits													
General Housekeeping													
Floors, drains, pooling water													

**Temperature checks procedures:**

Walls,shelves,ceilings& lights								
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General temperature requirements must be met:

- Cutting and boning room: 10 Degrees C. or less
- Production and packaging area: 10 Degrees C. or less
- Holding cooler: 1 Degree C
- Chill cooler: 3 Degree C.
- RTE cooler: 4 Degree C.
- Pickle cooler: 4 Degree C.

All items not being addressed immediately must be transferred to maintenance, sanitation and/or pest control department. When transformation is completed and documented initial the last initial column.

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Verification  
 comments: \_\_\_\_\_

## 3. Sanitation Inspection Plan

### STEP 1:

Remove all edible product from the clean-up area and place in the correct storage area. This step is designed to protect the product from being contaminated by either inedible product or by cleaner or sanitizer solutions. It is also a requirement of the Meat Inspection Act.

### STEP 2:

Remove all packaging materials from the clean-up area and place in the correct dry storage area. This step is designed to protect packaging from getting wet and contaminated by cleaner solutions or product scraps. Wet packaging is unattractive and can be substantially weakened resulting in a possible return claim later.

### STEP 3:

Dismantle all equipment and rinse all parts of each piece of equipment with warm water.

Using warm (140° - 160° F), potable high-pressure water to rough rinse walls and equipment, always working from top to bottom.

### STEP 4:

Use a floor squeegee to collect all large floor scraps that were rough rinsed from the various surfaces and deposit them in an inedible container (not washed down the drain where they can increase BOD levels). This is a quick dry method of disposing of floor scraps as early as possible in the clean-up routine. It prevents them from being ground into the floor, which poses a safety hazard and makes their removal more difficult later. This dry method can also result in substantial water savings, since water is not being wasted chasing scraps toward the floor drains. It also helps keep drain clogging to a minimum. This step is also important because drains are a major source of Listeria.

### STEP 5:

Wash all walls and equipment using E-Chem's A.P. Cleaner, an alkaline, foam cleaning compound. Work evenly across the surfaces, starting at the bottom and working up (this helps prevent streaking). Allow the cleaner to remain in contact with the surface for

10 to 15 minutes. Hand scrub any areas where there are heavy soil accumulations.

- The purpose of cleaning is to eliminate residues that may contaminate foods, either directly or indirectly, by sustaining the growth of microorganisms that may later be transferred to food. Cleaning should be done on a daily basis or more often if needed.

### STEP 6:

Pressure wash all surfaces with clean, (180° F) water making sure that all cleaner solutions and soils are completely rinsed from the surfaces. Always work from top to bottom, paying particular attention to undersides, edges and angles.

#### STEP 7:

Once a week (Friday) spray all surfaces with a sanitizing solution to ensure acceptable bacteria levels (E-Chem's Ostrosan). A quaternary ammonium or chlorine sanitizer can be left on the equipment right up to the start of production if applied at a concentration of 200 ppm or less.

- The purpose of sanitizing is to destroy most, if not all, living microorganisms present on surfaces and in the processing environment. Sanitizing should also be done daily, but only after cleaning. Proper sanitizing will reduce spoilage due to the action of bacteria and mould on the product, which affects its shelf life.

## DAILY CLEANING LIST

WEEK OF: \_\_\_\_\_

**Entrance & Office:**

- Vacuum entrance mat, sweep & mop floors
- Empty garbage cans
- Wipe walls & door knobs
- Wipe window sill, walls, doors & door knobs

**Bathrooms & Welfare Rooms (men & ladies):**

- Sweep & mop floors
- Empty garbage cans
- Clean toilets, sinks, mirrors & showers (if used)
- Wipe walls, doors & door knobs

**Coffee Room & Hallways to Cutting Room:**

- Sweep & mop floors
- Empty garbage cans
- Wipe counters and walls

**Spice Room:**

- Sweep floor and wash (if needed)
- Wipe-down counter & walls

**Shipping and Cooler Hallways:**

- Pressure-wash floors, walls, ceilings

Mon	Tue	Wed	Thu	Fri

**Sanitation Transfer:**

Date	Transferred from	Problem observed	Date resolved	Initial

**Date:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**MONDAY CLEANING LIST**

**Kill Floor:**

- Thorough cleaning after kill

**Kill Floor Bathroom:**

- Empty garbage can
- Clean toilet, sink, shower & mirror
- Wash walls, floor, door & door knobs

**Cooking Room:**

- Sweep floor, clean drain & mats
- Empty garbage cans
- Wash floor, walls & doors

**Loading/Shipping Doc & Hallway:**

- Sweep floor & empty garbage cans
- Wash walls, floors & clean drain

**Cutting/Processing Room:** (bag new scale head before cleaning)

- Sweep floor & empty garbage cans
- Wash walls, floor, doors & door knobs
- Clean machines, containers & drains
- Clean top, under & behind counters

**RTE Cooler:**

- Sweep floor & empty garbage cans
- Wash walls, doors & floors

Done by:

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**Sanitation Transfer:**

Date	Transferred from	Problem observed	Date resolved	Initial

**Closing Checklist:**

- |                                  |                                    |
|----------------------------------|------------------------------------|
| toilets running?                 | smokehouse finished?               |
| lights off?                      | fan turned off in smokehouse room? |
| kill floor doors & chute locked? | * last thing before you leave*     |
| blinds down & windows locked?    |                                    |

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

## TUESDAY CLEANING LIST

**Bathrooms & Welfare Rooms** (men & ladies):

- Empty garbage cans
- Clean toilets, sinks, mirrors & showers (if used)
- Wash walls, floors, doors & door knobs

Done by:

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**Laundry Room:**

- Sweep & wash floor
- Wipe down washer & dryer

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**Cooking Room:**

- Sweep floor, clean drain & mats
- Empty garbage cans
- Wash floor, walls & doors

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**Loading/Shipping Doc & Hallway:**

- Sweep floor & empty garbage cans
- Wash walls, floors & clean drain

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**Cutting/Processing Room:** (bag new scale head before cleaning)

- Sweep floor & empty garbage cans
- Wash walls, floor, door & door knobs
- Clean machines, containers & drains
- Clean top, under & behind counters

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**Holding Cooler:**

- Wash down (cold water only) & clean drain

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**RTE Packaging Room:**

- Sweep & wash floor (as required)
- Wipe counters, walls, doors & door knobs
- Clean drain & mats

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### Sanitation Transfer:

Date	Transferred from	Problem observed	Date resolved	Initial

**Closing Checklist:**

toilets running?

smokehouse finished?

lights off?

fan turned off in smokehouse room?

kill floor doors & chute locked?

\* last thing before you leave\*

blinds down & windows locked?

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_



## WEDNESDAY CLEANING LIST

**Office & Entrance:**

- Sweep floor & empty garbage cans
- Wipe window sill, walls, doors & door knobs
- Vacuum carpet & Wash floor (as required)

Done by:

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**Lunch Room & Hallway:**

- Sweep floors & empty garbage can
- Tidy & wipe counters, microwave & tables
- Wipe window sill, walls, doors & door knobs
- Wash floors (as required)

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**Utility/Electrical Room:**

- Sweep, wash floors & organize shelves

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**Cooking Room:**

- Sweep floor, clean drain & mats
- Empty garbage cans
- Wash walls, floor & doors

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**Loading/Shipping Doc & Hallway:**

- Sweep floor & empty garbage cans
- Wash walls, floors & clean drain

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**Cutting/Processing Room:** (bag new scale head before cleaning)

- Sweep floor & empty garbage cans
- Wash walls, floor, door & door knobs
- Clean machines, containers & drains
- Clean top, under & behind counters

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**Pest Control:**

- Check all traps

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### Sanitation Transfer:

Date	Transferred from	Problem observed	Date resolved	Initial

**Closing Checklist:**

toilets running?

lights off?

kill floor doors & chute locked?

blinds down & windows locked?

smokehouse finished?

fan turned off in smokehouse room?

\* last thing before you leave\*

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

## THURSDAY CLEANING SCHEDULE

**Bathrooms & Welfare Rooms** (men & ladies):

- Sweep floors & empty garbage cans
- Clean toilets, sinks, mirrors & showers (if used)
- Wash walls, floors, doors & door knobs

Done by:

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**Laundry Room:**

- Sweep & wash floor & laundry baskets
- Wipe down washer & dryer

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**Cooking Room:**

- Sweep floor, clean drain & mats
- Empty garbage cans
- Wash floor, walls & doors

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**Inspector's Office:**

- Sweep & wash floor & empty garbage can
- Wipe desk, walls, door & door knobs

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**Loading/Shipping Doc & Hallway:**

- Sweep floor & empty garbage cans
- Wash walls, floors & clean drain

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**Cutting/Processing Room:** (bag new scale head before cleaning)

- Sweep floor & empty garbage cans
- Wash walls, floor, door & door knobs
- Clean machines, containers & drains
- Clean top, under & behind counters

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**Pickle Cooler:**

- Wash down

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### Sanitation Transfer:

Date	Transferred from	Problem observed	Date resolved	Initial

**Closing Checklist:**

toilets running?

lights off?

kill floor doors & chute locked?

blinds down & windows locked?

smokehouse finished?

fan turned off in smokehouse room?

\* last thing before you leave\*

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**FRIDAY CLEANING LIST**

**Office & Entrance:**

- Sweep floor & empty garbage cans
- Wipe window sill, walls, doors & door knobs
- Wash carpet & floors

Done by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Lunch Room & Hallway:**

- Sweep & wash floors & empty garbage can
- Tidy & wipe counters, microwave & tables
- Wipe window sill, walls, doors & door knobs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Spice Room:**

- Sweep & wash floors & mat
- Wipe counters, walls, door & door knobs

\_\_\_\_\_

\_\_\_\_\_

**Kill Floor & Hallways:**

- Wash walls & floors

\_\_\_\_\_

**Cooking Room:**

- Sweep floor, clean drain & mats
- Empty garbage cans
- Wash floor, walls & doors

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Loading/Shipping Doc & Hallway:**

- Sweep floor & empty garbage cans
- Wash walls, floors & clean drain

\_\_\_\_\_

\_\_\_\_\_

**Cutting/Processing Room:** (bag new scale head before cleaning)

- Sweep floor & empty garbage cans
- Wash walls, floor, door & door knobs
- Clean machines, containers & drains
- Clean top, under & behind counters

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**Chill Cooler:**

- Wash down (cold water only) & clean drains

\_\_\_\_\_

**Freezer:**

- Sweep floor & clean mat

\_\_\_\_\_

**Sanitation Transfer:**

Date	Transferred from	Problem observed	Date resolved	Initial

**Closing Checklist:**

toilets running?

smokehouse finished?

lights off?

fan turned off in smokehouse room?

kill floor doors & chute locked?

\* last thing before you leave\*

blinds down & windows locked?

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**MONTHLY CLEANING LIST**

Date:

Done by:

Smokehouses:

- Clean smokehouse #1
- Clean Smokehouse #2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BC Centre for Disease Control Quarterly Audit**

The following two documents are actual current inspection audits developed by BCCDC to ensure that plants are complying to regulations. An enhanced food safety program would be verifying this audit with biological proof.



**BC Centre for Disease Control**

**Provincial Health Services  
Authority**

**OPERATIONAL REQUIREMENTS**

Plant Name: \_\_\_\_\_ Owner/Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ Alt Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Date Inspected: 2013/10/21 Reason: (Routine | Complaint | Follow-up | Other) Quarterly Inspection  
Y M D

**Slaughter Licence Categories Approved: (check all that apply)**

- Class A (Slaughter and Processing of carcasses)
- Class B (Slaughter only, no processing of carcasses)
- Poultry
- Sheep/Goats
- Cows/Cattle
- Swine
- Bison/Buffalo
- Emu/Ostrich
- Deer
- Other \_\_\_\_\_

Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>A. FACILITIES — General Work &amp; Storage Areas</b> Floors (Dry Areas), Equipment, Drains, Ceilings, Light Fixtures, Walls, Hand Washing Facilities. 1. kept clean & free of unnecessary materials in working area	X			Use Hygiene Ensure ATP meter, and ultrasnap ATP surface test to ensure that all surfaces a clean and free of contaminates prior to operating
	<b>A. FACILITIES — Floors — Wet Working Areas</b> 2. kept reasonably clean during processing 3. washed/disinfected daily	X X			Kill floor is rinsed and squeegeed on a regular basis to remove any build-up.
	<b>A. FACILITIES — Toilet Facilities</b> 4. in good repair, kept clean, toilet tissue provided	X			

Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>A. FACILITIES — Offal &amp; Refuse Disposal</b>				
	6. offal bins used only for offal	X			Offals are removed with each carcass.
	7. offal removed at regular periods daily	X			
	<b>A. FACILITIES — Plant Surroundings</b>				
	8. kept clean and free of refuse	X			
	<b>B. RAW MATERIALS — Source</b>				
	1. source of product is approved	X			Water test results are given to the Provincial Inspector.
	2. water portability test as per Health Authority	X			
	<b>B. RAW MATERIALS —Ice</b>				
	3. ice made of water from approved source			X	
	4. ice free of foreign matter			X	
	<b>B. RAW MATERIALS — Transportation of Meat for Processing</b>				
	5. Chilled meat is transported at 4°C or colder				Product Temperatures to be added to documents prior to shipping.
	6. meat protected from contamination	X			
	7. frozen meat should not exceed -17°C (0°F) at destination; temp should not increase during transport	X			
	<b>C. SANITATION — Cleaning Equipment &amp; Supplies</b>				
	1. available for cleanup at all times	X			
	2. used and stored properly	X			
	<b>C. SANITATION — Cleaning of Rooms &amp; Equipment</b>				
	3. cleaned during shift			X	
	4. cleaned & disinfected at end of each working day and air dried and stored in a sanitary manner	X			
	<b>C. SANITATION — Rodent &amp; Insects</b>				
	5. pest control plan	X			
	6. outside area clean around building	X			
	<b>C. SANITATION — Animals</b>				
	7. animals not allowed in plant	X			

Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>D. EMPLOYEES — Health &amp; Hand-washing</b> 1. no communicable diseases 2. no known carrier of diseases 3. no open wounds or sores 4. hand-washing done after absence from line 5. no finger nail polish if bare hand contact 6. no smoking or spitting in work areas 7. hand covering cleaning & disinfection done properly (after each absence from duty)	X X x X X X X			
	<b>D. EMPLOYEES — Outer Garments/Headgear &amp; Personal Equipment</b> 8. smocks, coveralls, headgear, boots, aprons, knives, hooks and etc. of approved type. 9. all personal equipment kept clean 10. personal equipment stored in approved manner	X X X			
	<b>E. PRODUCTION CONTROL — RTE Meat</b> 1. Availability & Accuracy of Product Formulae 2. Food Additives are controlled to meet F&D Act & Regs 3. Labelling and net quantity	X X X			
	<b>E. PRODUCTION CONTROL — Process Design/Operational Requirements</b> 1. product characteristics 2. process temperature and relative humidity requirements 3. product temperature requirements 4. process time requirements 5. pH requirements 6. Water activity/drying requirements. 7. Biological hazard control	X X X X X		X  X X	
	<b>E. PRODUCTION CONTROL – Incoming Material</b> 1. Ingredients 2. raw meat 3. other ingredient control	X X X			



Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>E. PRODUCTION CONTROL — Blending and Grinding Controls</b>				
	1. raw meat	X			
	2. additives	X		X	
	3. acidulation			X	
	4. backslop			X	
	5. starter culture			X	
	6. natural inoculation			X	
	7. rework			X	
	8. cure preparation/addition	X			
	<b>E. PRODUCTION CONTROL — Process control</b>				
	1. fermentation			X	
	2. smoking/heating	X			
	3. drying	X			
	4. product temperature control	X			
	5. process time control	X			
	<b>F. STORAGE AND DISTRIBUTION — Fresh or Frozen Storage</b>				
	1. fresh 4°C or colder	X			
	2. frozen -18°C or colder	X			
	3. shelf stable product protected from fluctuating temperatures	X			
	<b>G. PRODUCT CONTROLS — Label, Recalls</b>				
	1. product labels comply with provincial Regs. (see MIR section 17 for product labelling requirements)	X			
	2. current written recall procedures	X			

Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>G. PRODUCT CONTROLS — Slaughter</b> <b>Dressing procedures</b>				
	1. Sticking and bleeding	X			
	2. Head handling	X			
	3. Esophagus rodding and tying	X			
	4. Udder and penis removal	X			
	5. Hide removal	X			
	6. Brisket opening	X			
	7. Bung (rectum) tied (& bagged)	X			Bagging is done on Beef with loose stool.
	8. Evisceration (SRM)	X			
	9. Splitting (SRM)	X			
	10. Trimming	X			
	11. Carcass washing	X			
	Other:				
	<u>Slaughter processing at this facility is performed in a very hygienic manner. Lactic acid is used on some clients carcasses as requested.</u>				

**Comments:** Evaluation of the kill conducted on this inspection shows all the regulatory requirements are being met. The standard operating procedures for slaughter and sanitation are being adhered to. The addition of the Hygiene Ensure ATP Meter and Ultrasnap ATP surface test is an asset to ensure the cleanliness of all contact surfaces prior to operations.

This facility meets the requirements of the BC Meat Inspection Regulations and all other regulatory requirements for its operation.

**Outstanding items:** Addition of fly light trap needs to be added to pest control SOP and map.

PLC to be installed to monitor and record cooked product temperatures on computer.

Calibration for Prague powder scale needs to be complete and implemented.

Maria Peters

Inspected By (Print Name)

Meat Inspection Specialist

Title

Owner/operator (Print Name)

Signature

Phone #

Signature



Plant Name \_\_\_\_\_ Owner/Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ Alt Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Date Inspected: 2013/10/21 Reason: (Routine | Complaint | Follow-up | Other) Quarterly Inspection  
Y M D

**Slaughter Licence Categories Approved: (check all that apply)**

- Class A (Slaughter and Processing of carcasses)
- Class B (Slaughter only, no processing of carcasses)
- Poultry
- Sheep/Goats
- Cows/Cattle
- Swine
- Bison/Buffalo
- Emu/Ostrich
- Deer
- Other \_\_\_\_\_.

Regulation	Item Sub-item	Compliance			Description/Comments Dates for Correction
		Y	N	N/A	
MIR Part 3 8	<b>A. FACILITIES — Plans and Specifications</b> 1. Constructed as per approved plans	X			
MIR Part 3 9 (1) (2)	<b>A. FACILITIES — Operation of Establishment</b> 2. Remains sound without risk of Contamination to carcasses 3. Construction materials remain suitable for their intended use 4. Durable, easily cleaned and free from noxious or toxic substances 5. Separate from any activities that are incompatible with sanitary handling of carcasses 6. Water testing done as per local Health Authority 7. Adequate quantity of hot and cold water 8. Refrigeration and equipment maintained to prevent spoilage 9. Inedible area maintained 10. Maintains sufficient number of sanitizing stations for effective sanitizing of knives	X   X X X X X X	X		Exposed Insulation around reefer pipes. (Carried over from July. To be complete by November.)       Water testing done quarterly with results going to Inspector.

Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>A. FACILITIES — Walls, Ceilings, Floors &amp; Doors</b> 11. smooth, crack-free surfaces 12. light-coloured 13. waterproof 14. washable 15. windowsills sloped inward		X		Cooler doors and door handles need refurbishing.
	<b>A. FACILITIES — Lighting</b> 16. acceptable light levels (1000 lux at inspection stations, 500 lux in pens & 200 lux elsewhere) in processing area) 17. protective covers provided 18. designed to facilitate cleaning	X X		X	Did not bring light meter.
	<b>A. FACILITIES — Ventilation</b> 19. provides for odour, smoke, steam removal 20. prevents condensation	X X			
	<b>A. FACILITIES — Toilet Facilities</b> 21. adequate number of fixtures and locations. 22. properly constructed (floors, walls, ceiling)	X X			
	<b>A. FACILITIES — Hand-washing Facilities</b> 23. adequate number of hands free sinks. 24. kept in good repair, kept clean 25. equipped with hot and cold running water 26. stocked with soap (liquid or powder) & individual (single use) towels & garbage can & signage to wash hands	X X X X			
	<b>A. FACILITIES — Offal &amp; Refuse Disposal</b> 27. offal containers labelled 28. SRM containers clearly marked 29. inedible containers have tight fitting lids if stored outside.	X X		X	Color coding.
	<b>B. RAW MATERIALS — Water</b> 1. potable water  <b>Hot Water Supply</b> 2. available in sufficient quantity 3. minimum of 82°C	X  X X			

Regulation	Item	Compliance			Description/Comments
	Sub-item	Y	N	N/A	Dates for Correction
	<b>C. PRODUCTION EQUIPMENT — Totes, Tubs, Trays, Tanks, Vats &amp; Utensils</b> 1. made of approved material 2. in good repair 3. provide for drainage if required.	X X		X	
	<b>C. PRODUCTION EQUIPMENT — Surface, Conveyors &amp; Equipment</b> 4. product contact surfaces of approved material 5. joints smooth 6. constructed to facilitate cleaning of area beneath 7. workers stands made of approved materials	X X X X			
	<b>C. PRODUCTION EQUIPMENT — Cutting boards &amp; Tables</b> 8. of approved material 9. in good repair, crack free	X X			
	<b>OTHER</b> <u>Build-up on plugs in processing room (drop-down cords)</u> _____ _____ _____ _____		X		

**Comments:** None of the issues related to the construction of this facility have a risk to the food safety of the products being produced in this facility. This facility meets the requirements of the BC Meat Inspection Regulations.

Maria Peters  
 Inspected By (Print Name)

\_\_\_\_\_  
 Signature

Meat Inspection Specialist  
 Title

\_\_\_\_\_  
 Phone #

\_\_\_\_\_  
 Owner/operator (Print Name)

\_\_\_\_\_  
 Signature

