

**HACCP Performance Evaluation** (Related to Article 11, 15, and 16)

**-Business Sectors-**

Evaluation Date	20 yy . mm . dd .
Applied food(or Livestock products)	
Sales from previous year	

**Business receiving Evaluation**

*	Name of Business	Address	Representative	Contact	
				Phone	Fax/E-mail
Office					
Work place					

**Evaluation Result**

Result			Critical Violation*	Training Completed
Decision (Pass/Fail)	Prerequisite	HACCP Standard		
				yes/ no

\* Related to Food Sanitation Law Enforcement Rules [Annex20], Livestock Sanitation Management Act Enforcement Rules[Annex 14-2]

**Items to Review\*\***

History of Administrative disposition	History of Foreign Object detection	History of Non-compliance of collection inspection	History of consignment production	School Catering	Remarks
yes/no	yes/no	yes/no	yes/no	yes/no	If yes to any column on the left, please explain.

\*\* Confirm any history of administrative disposition, foreign object detection, and non-compliance issues after the last survey.

**Information confirmed by**

Title	Name	Signature
Executive(Representative)		
HACCP Team Leader (Manager in Charge)		

**Evaluator**

Department	Name	Signature

**Executive(Representative) Interview**

No.	Question	Answer
1	What is HACCP?	
2	What is the Risks and benefits of introduction of HACCP?	
3	What do you think is important when applying HACCP?	
4	What plans do you have for securing safe raw materials?	
5	What are the future plans for education and training of managers and workers?	
6	What is follow-up plan if you get HACCP certification?	

**Interviewees**

Affiliation/Department	Title/Position	Name	Signature

## 1. Prerequisites

1-1. **Certification Evaluation and follow-ups** [Businesses for Food manufacturing and processing(including food additives), Health Functional Food manufacturing, Food sales business for facilities providing meals<sup>1)</sup>, Catering Service, Livestock Products Processing business , and other food sales]

### A. Current Status

Applicant	(1)Business License (Report) Number				(2)Business Permit (Report) date		yy mm dd		
	(3)Company Name				(4)Phone number				
	(5)Address	Headquarter							
		Worksite (factory)	*If Group Meal service is operated by contractor, Write contractor's name, address, and registration number (and business number if applicable)						
	(6) Name of Representative					(7)Date of Birth			
(8)HACCP-applied Products-Livestock(types)					(9)Use of Groundwater (○/×)				
HACCP Team Manager	(10)Title				(11)Name				
Surface Area (m <sup>2</sup> )	(12)Worksite (Kitchen)				(13)Storage				
	(14)Laboratory				(15)Other				
	(16)Total								
types of work site	(17) Raw material processing room	(18)Manufaturing · Processing Room (Kitchen)	(19) Filling Room	(20) Packaging Room	(21) Laboratory	(22) Storage	(23) General · Clean Area Divided	(24) Other	
Evaluation (○/×)									
Number of Employees (person)	(25)Manufacturing Management department				(26)Inspection Management Department				
	(27)Other Workers				(28) Total				

## B. Evaluation Worksheet

Evaluation Item	Results (0~3 Point)	Remarks
<b>Work site Management</b>		
<b>Work Area</b>		
1. Work area shall be located away or separated (by walls, floors, etc. into different rooms or areas) from non-food facilities. <b>(including livestock products, hereinafter the same)</b> (0~3 point)		
2. The structure of processing area shall be suitable to exclude pests, rodents, water, and any other contaminants by doors, windows, walls, ceilings, etc. (0~3 point)		
3. Work areas shall be divided into general/clean areas (clean area can be additionally divided into clean/semi-clean areas, if needed), and areas can be continuously divided or separated depend on properties of products or processes. (0~3 point)		
<b>Building Floor, Walls, and Ceiling</b>		
4. Floors, walls, ceilings, doors, windows, etc. of raw material handling, food manufacturing/processing, and food packaging rooms shall be constructed of water-proof or heat-resistant materials depending on properties of products. Floors shall have no cracks and crevices, and be in a dry condition (except for moist condition of processing/manufacturing). If tiles which have grooves are used for floors, walls, ceilings, etc. they shall be maintained in a sanitary condition to prevent accumulation of dust, mold, or foreign materials, etc. (0~3point)		
<b>Drainage and Plumbing</b>		
5. Work Area shall provide adequate drainage without any sediments. Plumbing shall be maintained to prevent backflow. (0~3 point)		
<b>Entrance</b>		
6. Work clothes wearing notices shall be posted at the entrance of each processing area. Hand-washing, drying and sanitizing facilities shall be provided, and all employees shall remove contaminants by washing, sanitizing, etc. before starting work. (0~3 point)		

1) Businesses selling food products or meals for meal service to facilities or groups such as to schools, daycare, or senior center.

Evaluation Item	Results (0~3 Point)	Remarks
Aisle		
7. Employee traffic patterns shall be indicated in processing areas, and aisles shall be unobstructed. (0~1point)		
<b>Window</b>		
8. Raw materials and packaging materials shall be maintained in a manner that protect against contamination in case of window glass breakage. (0~1 point)		
<b>Lighting</b>		
9. Brightness shall be 200 LUX or higher in working area using natural or artificial lightings. The illuminance shall be maintained above 540 LUX for screening and inspection area that requires visual confirmation. (0~1 point)		
10. Corrosion-resistant materials shall be used for lighting. Adequate protective equipment shall be provided to prevent cross contamination caused by breakage or dropping of foreign matter over exposed food. (0~1 point)		
<b>Auxiliary facilities</b>		
- Restroom, Changing Room etc.		
11. Adequate ventilation equipment shall be provided for internal air out. Walls, floors, ceilings and doors of restroom shall be corrosion-resistant and water-proof. Washing, drying and sanitizing equipment shall be provided at the entrance of toilet rooms. (0~2 point)		
12. Work clothes (including work shoes) shall be stored separately in a manner that protect against cross-contamination from personal clothes (including personal shoes) in dressing room. (0~2 point)		
<b>Hygiene Management</b>		
<b>Operation Environment</b>		
- Traffic pattern plan and prevention against contamination between processes		
13. Plans for traffic patterns of employee and food product shall be established and complied with, from receipt of raw materials to release of finished products. (0~2 point)		
14. Prevention plan against contamination with foreign materials shall be established from receipt of raw materials, manufacturing, processing, storing and to transportation, and if necessary, facilities or equipment shall be installed to implement the plan. (0~3 point)		

Evaluation Item	Results (0~3 point)	Remarks
15. Hygiene program (including standards for entry, clothes, cleaning, sanitation, etc.) for each area (general/clean) shall be established and implemented.		
<b>- Temperature and Humidity Control</b>		
16. Temperature management plan shall be established for each step of process (Manufacturing, processing, packaging and storage). Thermometers shall be installed and maintained. A humidity control plan shall be established and implemented to ensure food safety. (0~1 point)		
<b>- Ventilation Facility</b>		
17. Ventilation shall be installed to emit odors, foul smell, harmful gases, fumes, and steam generated in the work area. (0~1 point)		
<b>- Pest Control</b>		
18. Adequate screen or filter, etc. shall be installed for the intake and exhaust port open outside. (0~2 point)		
19. Work area shall be maintained in a manner that exclude pest to prevent infestation or propagation of pests and rodents using insect repellent and the inflow shall be checked regularly. (0~2 point)		
20. An appropriate protective procedure shall be followed within a range that does not affect the integrity of the products and safety of the foods in accordance with established hygiene rules when performing extermination of pests or rodents. Any residue shall be eliminated by thorough cleaning after extermination. (0~1 point)		
<b>Personal Hygiene</b>		
21. Employees working in the work area shall wear suitable, clean outer garments or uniforms, foot wear, and hair restraints. Remove personal jewelry and cosmetic items. (0~2 point)		
<b>Waste management and disposal</b>		
22. Operating systems for waste/waste water treatment and disposal shall be installed and operated isolated from processing area. Waste containers shall be kept in a manner that prevent odor and leaking water formed by waste. Waste shall be disposed or taken away as planned. The records shall be maintained. (0~1 point)		
<b>Cleaning and Sanitation</b>		
23. Facilities or equipment for cleaning and sanitizing of machines, equipment, utensils, and containers shall be installed. (0~1 point)		
24. Guidelines or Instructions for proper hand-washing shall be posted on appropriate place around cleaning/cleaning facilities for employees. (0~1 point)		

Evaluation item (Score)	Results (0~3 point)	Remarks
<p>25. Standards of cleaning or sanitation shall be established for followings: (0~3 point)</p> <ul style="list-style-type: none"> <li>Employee</li> <li>Work clothes, hair restraints, shoes etc.</li> <li>Around processing area</li> <li>inside of each work area</li> <li>Food manufacturing equipment (including conveyor belt or tube)</li> <li>Refrigeration and freezer</li> <li>Water storage facilities</li> <li>Storage and transport unit</li> <li>Vehicle, tools or containers which used for transport</li> <li>Monitoring and testing devices</li> <li>Ventilation (including filter, screen, etc.)</li> <li>Waste Disposal equipment or containers</li> <li>Cleaning and sanitizing equipment</li> <li>Other requirements for cleaning and sanitation</li> </ul>		
<p>26. Cleaning or sanitation standards shall include:(0~3 point)</p> <ul style="list-style-type: none"> <li>Cleaning and sanitation parts for each objects</li> <li>Methods and frequency for each washing or sanitation areas</li> <li>Person in charge</li> <li>Proper instructions for washing and/or disinfecting tools</li> <li>Proper instructions for detergent and disinfectant (general name and common name)</li> </ul>		
<p>27. Cleaning and sanitizing equipment and utensils shall be stored in designated area. (0~1 point)</p>		
<p>28. Cleaning and sanitation shall be conducted in accordance with the plan, and the effectiveness shall be verified. (0~3 point)</p>		
Management of Manufacturing · Processing and Treatment equipment		
Management of Manufacturing facility, Equipment and device		
<p>29. Manufacturing, processing, sorting, and treatment equipment shall be properly arranged according to the flow of the process to avoid cross contamination between handling. Risk management plan shall be prepared to prevent contamination from hazardous factors in the case of compressed air or lubricant that may affect the product. (0~3 point)</p>		
<p>30. Handling unit that come in contact with food directly shall be made of water- and corrosion-resistant materials. The unit shall be able to sterilized and sanitized with hot water, steam or disinfectants. Tools and containers shall be stored separately by its usage. (0~3 point)</p>		
<p>31. Temperature shall be checked and recorded on a regular basis, and controlled in accordance with the plan by installation of indicating thermometer, temperature-measuring device, or temperature-recording device on heating or cooling facilities. (0~2 point)</p>		
<p>32. Food handling units and equipment shall be inspected regularly and the results shall be maintained. (0~1 point)</p>		

Evaluation item (Score)	Results (0~3 point)	Remarks
<b>Refrigerator and Freezer Maintenance</b>		
<p>33. Refrigerator shall have an internal temperature of 10℃ or less. (However when specific temperature guideline for storage is regulated such as for fresh foods, smoked salmon or poultry meat which shall be stored at 5℃ or less or as designated.) Freezer shall be kept below -18℃, and temperature sensor shall be located where the highest temperature are detected. (0~2 point)</p>		
<b>Water Management</b>		
<p>34. Water used for food manufacturing, processing, or washing equipment that may come into direct contact with foods and washing employees must be suitable for the standard of drinking water quality in accordance with Article 5 of the 「Drinking Water Management Act」. When using groundwater, the intake source shall be managed in a manner to prevent cross-contamination of other groundwater caused by toilets, wastes, wastewater treatment facilities, breeding farms etc. and if necessary, a sanitation or disinfection device shall be installed. (0~3 point)</p>		
<p>35. Following examination shall be conducted for water used for manufacturing/processing and cleaning of facility, equipment, utensil, container, and employee that may contact food.</p> <p>a. For groundwater, examination shall be conducted in accordance with 「drinking water standard」 at least once a year when applicable. (it shall be at least once in a 1/2 year for drinking water).</p> <p>b. Test for microorganism in accordance with 「drinking water quality standards」 shall be conducted at least once a month. The test can be done on its own by using simple test kit. (0~3 point)</p>		
<p>36. Water storage tank and plumbing shall be made of unarmful material, locked to protect against contamination, and checked regularly for leakage and contamination. (0~1 point)</p>		
<p>37. Cleaning and sanitation shall be conducted for water storage tank either by employee or water-tank cleanup agency more than once a half year. The result shall be documented and maintained. (0~3 point)</p>		
<p>38. Each plumbing that carry drinking-water and non-drinking water shall not be cross-connected with adequate signs to distinguish. (0~1 point)</p>		
<b>Storage and transportation</b>		
<b>Purchasing and Receiving</b>		
<p>39. Each plumbing that carry drinking-water and non-drinking water shall not be cross-connected with adequate signs to distinguish. (0~2 point)</p>		
<b>Management of Supplier</b>		
<p>40. Operator must review supplier's sanitary condition and document the result. However, the process can be exempted when supplier is HACCP-applied business in accordance with 「Food Sanitation Act」 or 「Livestock Sanitation Management Act」.(0~1 point)</p>		

Evaluation item (Score)	Results (0~3 point)	Remarks
<b>Transportation</b>		
41. Foods shall be treated in a way to prevent contamination from delivery vehicle (including folk lift). (0~1 point)		
42. Refrigerated Delivery vehicles shall maintain its compartment temperature 10℃ or below. (However when specific temperature standard for transport is regulated such as poultry meat which is between -2 and 5℃, comply with the standard.) Freezer unit shall be maintained -18℃ or below, and a temperature indicating device shall be attached to monitor the temperature change from the outside. (0~1 point)		
<b>Storage</b>		
43. Raw materials or finished products shall be rotated using first-in, first-out method and records shall be maintained. (0~1 point)		
44. Raw, subsidiary, semi-finished and finished products shall be stored separately, shall be stored off the floor and wall. (0~1 point)		
45. Non-conforming raw or subsidiary materials, semi-finished or finished products shall be stored in designated areas and adequate action shall be taken such as return or dispose. The results shall be recorded and maintained (0~1 point)		
46. Toxic substances, flammable and/or non-edible chemical shall be stored and handled separately in a well-ventilated designated area isolated from the food handling area. (0~1 point)		
<b>Inspection</b>		
<b>Product Inspection Test</b>		
47. Product test shall be conducted by facility's own laboratory according to established test plan or by external testing agency. (0~2 point)		
48. Test results shall contain following information: (0~2 point) <ul style="list-style-type: none"> <li>Name of product</li> <li>Production date or expiration date (best before date)</li> <li>Date of test</li> <li>Test items, criteria and results</li> <li>Evaluation results and date</li> <li>Signature of personnel who conducted test and evaluation</li> <li>Any other required information</li> </ul>		
<b>Inspection of Facility Equipment</b>		
49. Temperature control devices shall be calibrated once a year at least. Tools for inspection shall be calibrated regularly. The results shall be recorded and maintained when calibration performed by itself. The results shall be kept when calibration done by externally accredited national calibration agency. (0~2 point)		

Evaluation item (score)	Results (0~3 point)	Remarks
50. Air-borne microorganism shall be tested according to established plan to maintain cleanliness of processing area. However in case the environment of processing area does not affect food product the test be may be omitted; for example if production line is automated, food is not exposed, or handled in packed condition, etc. (0~3 point)		
<b>Recovery Program</b>		
51. A recovery program including procedures or methods that describes the steps to be taken for non-conforming or returned products shall be established and operated. (0~2 point)		
52. It is necessary to record informations such as production place, date, and manufacturing line by product to identify and verify non-conforming products. Appropriate verification methods shall be established such as code display or lot management for product tracking. (0~2 point)		
Comprehensive Evaluation	Total Score	<p><b>&lt;Criteria&gt;</b></p> <p><b>Evaluation for Certification</b> : If the total score acquired from each item is &gt;85 : appropriate(Pass), 70~85: need improvement, or &lt;70: Fail.</p> <p>However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%.</p> <p><u>However, evaluation item no. 34 and 39 is essential. If scored zero from those items, it is considered fail.</u></p>
	Percentage (%)	<p><b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail' However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.</p> <p><b>&lt;Deduction point&gt;</b></p> <p><b>Regular investigation • evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).</p>

1-2. Certification Evaluation and follow-ups[Group meal service <sup>1)</sup>, Food Service Business<sup>2)</sup>, Meals on delivery(Individual or bulk Package)]

A. Current Status

Applicant	(1)Business License (Report) Number				(2)Business Permit (Report) date		yy mm dd		
	(3)Company Name				(4)Phone number				
	(5)Address	Headquarter	※If Group Meal service is operated by contractor, Write contractor's name, address, and registration number (and business number if applicable)						
		Worksite (factory)							
	(6) Name of Director				(7)Date of Birth				
	(8)HACCP-applied Products (types)				(9)Use of Groundwater (○/×)				
HACCP Team Manager	(10)Title				(11)Name				
Surface Area (m <sup>2</sup> )	(12)Worksite (Kitchen)				(13)Storage				
	(14)Laboratory				(15)Other				
	(16)Total								
Types of work site	(17) Raw material processing room	(18)Manufacturing・Processing Room (Kitchen)	(19) Filling Room	(20) Packaging Room	(21) Laboratory	(22) Storage	(23) General・Clean Area Divided	(24) Other	
Evaluation (○/×)									
Numbers of Employees (person)	(25)Manufacturing Management department					(26)Inspection Management Department			
	(27) Other Workers					(28) Total			

2) Including catering service business

B. Evaluation Worksheet

Evaluation item (score)	Results (0~3 point)	Remarks
Work Area Management		
Work Area		
1. Work area shall be located away or separated (by walls, floors, etc. into different rooms or areas) from non-food facilities. (0~2 point)		
2. The structure of work area shall be suitable to exclude pests, rodents, water, and any other contaminants by doors, windows, walls, ceilings, etc. (0~3 point)		
3. Work Area can be divided into clean zones (or further divided into clean zone and transitional zone) and areas may be separated or divided according to the properties and processes of products. (0~3 point)		
Building Floor, Walls and Ceiling		
4. Floors, walls, ceilings, doors, windows, etc. of raw material handling, food manufacturing/processing, and food packaging rooms shall be constructed of water-proof or heat-resistant materials depending on properties of products. Floors shall have no cracks and crevices, and be in a dry condition (except for moist condition of processing/manufacturing). If tiles which have grooves are used for floors, walls, ceilings, etc. they shall be maintained in a sanitary condition to prevent accumulation of dust, mold, foreign materials, etc. (0~3 point)		
Drainage and Plumbing		
5. Work area shall provide adequate floor drainage without any sediments. Plumbing shall be maintained to prevent backflow. (0~3 point)		
6. The connection part between plumbing pipes shall be made of a harmless material to the human body, and it shall be treated with a heat insulating material to avoid condensation.(0~1 point)		
Entrance		
7. The Entrance door connected to the outside of the food processing area shall be equipped with screen and/or buffing area to avoid inflow of dust or insects. (0~1 point)		
8. Work clothes wearing notices shall be posted at the entrance of each processing area. Hand-washing, drying and sanitizing facilities shall be provided, and all employees shall remove contaminants by washing, sanitizing, etc. before starting work. (0~2 point)		

Evaluation item (score)	Results (0~3 point)	Remarks
<b>Aisle</b>		
9. Employee traffic patterns shall be indicated in processing areas, and aisles shall be unobstructed. (0~1 point)		
<b>Window</b>		
10. Raw materials and packaging materials shall be maintained in a manner that protect against contamination in case of window glass breakage. (0~1 point)		
<b>Lighting</b>		
11. The illuminance shall be maintained above 540 LUX for screening and inspection area where visual confirmation is required. (0~1 point)		
12. Corrosion-resistant materials shall be used for lighting. Protective devices shall be installed to prevent cross contamination caused by damage or dropping of foreign matter in the area where foods are being exposed or processed. (0~1 point)		
<b>Auxiliary Facilities</b>		
<b>Restroom</b>		
13. Adequate ventilation equipment shall be provided for internal air out. Water-resistant and corrosion-resistant materials shall be used for walls, floors, ceilings and the doors in the restroom. Washing, drying and disinfecting tools shall be provided at the entrance of the restroom. (0~1 point)		
<b>Changing Room, Employee Break room, etc.</b>		
14. Work clothes (including work shoes) shall be stored separately in a manner that protect against cross-contamination from personal clothes (including personal shoes) in changing room. (0~1 point)		
<b>Hygiene</b>		
<b>Operation Environment</b>		
<b>Traffic pattern plan and contamination prevention between processes</b>		
15. Plan for traffic patterns of employee and food product shall be established and observed from the receiving of the raw and subsidiary materials to distribution.(0~2 point)		
16. Hygiene procedure (including access, proper work clothing, washing and disinfection) for each area(General/ clean) shall be set up and implemented. (0~3 point)		
<b>Temperature and Humidity Control</b>		
17. Temperature of food processing area shall be controlled for every step of process (processing, manufacturing, packaging, storing, etc.), and indicating thermometer shall be installed and maintained. If necessary, humidity shall be controlled to ensure the safety of food products. (0~1점)		

Evaluation item (Score)	Results (0~3 point)	Remarks
<b>Ventilation</b>		
18. Ventilation shall be installed to emit odors, foul smell, harmful gases, fumes, and steam generated in the work area. (0~1 point)		
19. Adequate screen or filter and retractable facility, etc. shall be attached to the intake and exhaust port and hood, etc. that are open from outside, and they shall be cleaned, washed or replaced in accordance with the plan. (0~1 point)		
<b>Pest Control</b>		
20. Work area shall be managed to prevent infestation or propagation of pests and rodents using insect repellent and the inflow shall be checked regularly.(0~1 point)		
21. The use of insecticide or rodenticide shall be permitted only under precautions and restrictions that will protect against the contamination of food. Residues shall be removed by cleaning after extermination activities. (0~1 point)		
<b>Personal Hygiene</b>		
22. All persons working in the work area shall always wear suitable, clean outer garments or uniforms, footwear, and hair restraints, and remove personal jewelry and cosmetic items. (0~2 point)		
<b>Work Hygiene</b>		
<b>Preventing Cross-Contamination</b>		
23. Cooking tools like cutting boards and knives, containers, apron and gloves, etc. shall be used separately by food material or by designated area to avoid cross-contamination in the cooking process. (0~3 point)		
24. Food handling procedure shall be performed 60cm or above from the floor to avoid contamination. (0~1 point)		
<b>Preparation</b>		
25. Thawing shall be performed under running water, microwave, or refrigerated condition(10℃or below). (0~1 point)		
26. Once thawed, food shall be used immediately. If it is not used immediately, it shall be stored under refrigerator until cooking and discard any unused part which shall not be re-frozen. (0~1 point)		
<b>Cooking</b>		
27. Foods that require cooling after heated cooking shall be chilled rapidly to avoid contamination during cooling procedure. Cooling time and duration shall be established and the record shall be maintained. (0~1point)		

Evaluation item (score)	Results (0~3 point)	Remarks
28. Only a small portion of food shall be handled at a time when handling refrigerated foods, such as cutting and subdividing, etc. so that the temperature of the food does not exceed 15℃ as much as possible. After such treatment, food shall be stored in the refrigerator. (0~1 point)		
<b>Management of Finished Products</b>		
29. Temperature control during storage shall be established until served and consumed. monitoring system for expiration date and storage condition shall be established and maintained for store-bought products. (0~1 point) - 28℃or below: complete consumption within 2~3 hours after finished cooking - keep food warm at 60℃: complete consumption within 5 hours after finished cooking - keep food cold at 5℃ or below: complete consumption within 24 hours after finished cooking		
<b>Serving</b>		
30. The temperature control standard for serving of refrigerated and heat storage foods shall be established and maintained for both. (0~2 point) - Stored refrigerated: refrigerated foods are kept at 10℃ or less (However, in the case of foods for which the storage temperatures have been specified, such temperature shall be followed. For example, fresh-cut products and smoked salmons shall be stored at 5℃ or less.) - Stored heated: heated foods are kept at 60℃ or more		
31. Single-use glove and clean utensils (tongs, ladle, etc.) shall be used. Do not mix food in serving line with finished cooked foods during meal serving. (0~1 point)		
<b>Examination of cooked foods</b>		
32. Dietitian shall conduct taste test prior to serving for food temperature, taste, foreign subjects if any, odor, or overall status of foods. Main cook may perform taste test if dietitian is not available. (0~1 point)		
<b>Preserve Sample</b>		
33. One portion of Cooked food shall be preserved in sanitized container exclusively for preserving samples under - 18℃ or below and over 144 hours each time. (0~3 point)		
<b>Waste Management</b>		
34. Operating systems for waste/waste water treatment and disposal shall be installed and operated isolated from processing area. Waste containers shall be kept in a manner that prevent odor and leaking water formed by waste. Waste shall be disposed or taken away as planned, and the records shall be maintained. (0~1 point)		
<b>Cleaning and Sanitation</b>		
35. Facilities shall have sufficient equipment for washing, disinfecting machinery, equipment, tools, and containers. (0~1 point)		
36. Guidelines or Instructions for proper hand washing shall be posted on appropriate place for employees in the cleaning and disinfection area. (0~1 point)		

Evaluation item (score)	Results (0~3 point)	Remarks
37. Standards of cleaning or sanitation shall be established for followings: (0~2 point) • Employee • Work clothes, caps(hair restraints), shoes etc. • Surrounding area of the work • inside of each work area • Cooking utensils like cutting board, knives, etc. • Refrigerator and freezer • water storage facilities • Storage and transport unit • Vehicle, tools or containers for transportation • Monitoring and testing devices • Ventilation (including filter, screen, etc.) • Waste Disposal equipment and containers • Cleaning and sanitizing equipment • Other requirements		
38. Cleaning or sanitation standards shall include : (0~2 point) • Cleaning and sanitation parts for each objects • Methods and frequency for each washing and/or disinfection areas • Person in charge • Proper instructions for washing and/or disinfecting tools • Appropriate way of use for detergent and disinfectant (general name and common name)		
39. Detergent, disinfectant, cleaning/sanitizing equipment or utensils shall be stored in designated area. (0~1 point)		
40. Cleaning and sanitation shall be conducted in accordance with the plan, and the effectiveness shall be verified. (0~3 point)		
<b>Management of Manufacturing, Processing facility, and treatment equipment</b>		
41. The kitchen shall be equipped with an ultraviolet or electric sterilizer for disinfecting kitchen utensils, or equipped with a hot-water-washing-disinfection-device (a device where pathogenic microorganisms that cause food poisoning can be sterilized). (0~2 point)		
42. The parts that come into direct contact with food shall be made of corrosion-resistant and water proof materials that are easy to clean, and shall be adequately cleanable with hot water, steam, cleaning compounds and sanitizing agents. (0~1 point)		
43. Monitoring unit shall be cleaned and sanitized before and after each use to prevent cross-contamination. (0~1 point)		
44. Food handling units and equipment shall be inspected and maintained regularly and the results shall be stored. (0~1 point)		
<b>Refrigeration and Freezer unit Management</b>		
45. Refrigerated area, Freezer area, and chilling area shall have sufficient space for storing refrigerated groceries, thawing, cooling and freezing. (0~1 point)		



Evaluation item (score)	Results (0~3 point)	Remarks
46. Refrigeration unit shall have an internal temperature of 10℃ or less. (However when specific temperature guideline for storage is regulated such as for fresh foods, smoked salmon or poultry meat which shall be stored at 5℃ or less, or as designated.) Freezer unit shall be kept below -18℃. Temperature changes shall be able to observed from the outside and the temperature sensor shall be located where highest temperature is detected. (0~1 point)		
<b>Water management</b>		
47. Water used for manufacturing, processing and cleaning of facility, equipment, utensil, container, and employee that may contact food shall be tap water or groundwater that complies with the standard for quality of drinking water pursuant to Article 5 of the 「Drinking Water Management Act」. In case of using groundwater, its source shall be maintained in a manner to prevent contamination caused by toilet, waste and wastewater treatment facility, breeding farm, etc. If necessary, sterilizing or disinfecting equipment shall be installed. (0~3 point)		
48. Following examination shall be conducted for water used for manufacturing/cooking and cleaning of facility, equipment, utensil, container, and employee that may contact food. a. For groundwater, examination shall be conducted in accordance with the standard for quality of drinking water more than once a year (Once a half year if groundwater is for producing directly drinking products such as beverages). b. Test for microorganism in accordance with the standard for quality of drinking water shall be conducted more than once a month, and it may be conducted internally using simple test kit. (0~3point)		
49. Reservoirs and plumbing shall be made of materials that are not harmful to the human body. Locks shall be installed to prevent the inflow of contaminants from the outside. Leaks and possibility of cross contamination shall be checked regularly. (0~1 point)		
50. Cleaning and sanitation shall be conducted for water storage tank either by employee or water-tank cleanup agency more than once a half year. The result shall be documented and maintained. (0~1 point)		
51. Each plumbing that carry drinking-water and non-drinking water shall not be cross-connected with adequate signs to distinguish. (0~1 point)		
<b>Storage and Transportation</b>		
<b>Purchasing and Receiving</b>		
52. Incoming Raw and Subsidiary materials shall satisfy the facilities' specification by certification of analysis provided by supplier or facility's own inspection. (0~2 point)		
53. Non-conforming raw and subsidiary materials shall be returned or disposed of in accordance with appropriate procedure. (0~1 point)		
54. The inspection zone shall be secured for receiving inspection, and the inspection stand shall be equipped with necessary equipment, such as a thermometer, and maintain cleanliness. (0~1 point)		
55. Inspection of raw and subsidiary materials shall be done immediately upon delivery, and inspection shall be performed under the refrigerated and frozen temperature specified for each raw and subsidiary material in case of unavoidable delay. (0~1 point)		

Evaluation item (score)	Results (0~3 point)	Remarks
<b>Transportation</b>		
56. Foods shall be treated in a way to prevent contamination from delivery vehicle (including folk lift). (0~1 point)		
57. Refrigerated delivery vehicles shall maintain its compartment temperature 10℃ or below. Freezer unit shall be maintained -18℃ or below, and a temperature indicating device shall be attached to monitor the temperature change from the outside. (0~1 point)		
58. Foods being transported shall be handled separately from non-food, etc. to prevent cross-contamination. (0~1 point)		
59. Vehicles, equipment, tools and/or containers that are used for transportation shall be washed and sanitized per management plan. (0~1 point)		
<b>Storage</b>		
60. Raw materials and finished products shall be rotated using First-in, First-out (FIFO) method and records shall be maintained. (0~1 point)		
61. Raw, subsidiary, semi-finished and finished products shall be stored separately, and shall be stored off the floor and wall. (0~1 point)		
62. Raw or subsidiary materials shall be covered. Uncooked and cooked food shall be stored separately to avoid cross-contamination. (0~1 point)		
63. Non-conforming raw or subsidiary materials, semi-finished or finished products shall be stored in separate designated areas and marked clearly to identify for return or disposal. The results shall be recorded and maintained. (0~1 point)		
64. Toxic substances, flammable and/or non-edible chemical shall be stored and handled separately in a well-ventilated designated area isolated from the food handling area. (0~1 point)		
<b>Inspection</b>		
<b>Product Test</b>		
65. Product test shall be conducted by facility's own laboratory according to established test plan or by external testing agency. (0~1 point)		
66. Test results shall contain following information: (0~1 point) <ul style="list-style-type: none"> <li>• Name of product</li> <li>• Production date or expiration date (best before date)</li> <li>• Date of test</li> <li>• Test items, criteria and results</li> <li>• Evaluation results and date</li> <li>• Signature of personnel who conducted test and evaluation</li> <li>• Any other required information</li> </ul>		

Evaluation item (Score)		Results (0~3 point)	Remarks
<b>Inspection of Facility, equipment, device, etc.</b>			
67. Calibration shall be performed more than once a year for temperature-measuring devices of refrigerator, freezer, heating facility, etc. and regularly for other measuring devices. The result shall be recorded and maintained in case of internal calibration, and the calibration report shall be maintained in case of calibration through accredited agency. (0~1 point)			
68. Air-borne microorganism shall be tested according to established measurement and management plan to maintain cleanliness of processing area. However, in case of the processing area where food is not exposed or handled in packed condition, the test be may be omitted. (0~1 point)			
<b>Recovery (Only for product distributed in the market for consumer)</b>			
69. The business operator shall document and keep the business name and contact information necessary to recall the product by identifying the distribution route, targeted consumer and scope of seller of the product. (0~1 point)			
70. A recovery program including procedures or methods that describes the steps to be taken for non-conforming or returned products shall be established and implemented. (0~1 point)			
71. Product verification information such as place and date of production, production line, etc. shall be documented and maintained. For the traceability, adequate plan such as lot control shall be established. (0~1 point)			
Comprehensive Evaluation	total score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is >85 : appropriate(Pass), 70~85: need improvement, or <70: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. However, evaluation item no. 47and 52 is essential. If scored zero from those items, it is considered fail. <b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail' However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%. <b>&lt;Deduction point&gt;</b> <b>Regular investigation • evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).	
	Percentage (%)		

### 1-3. Certification Evaluation and follow-ups [Other Food Sales businesses]

#### A. Current Status

Applicant	(1)Business License (Report) Number				(2)Business Permit (Report) date		yy mm dd		
	(3)Company Name				(4)Phone number				
	(5)Address	Headquarter							
		Worksite (factory)	※If Group Meal service is operated by contractor, Write contractor's name, address, and registration number (and business number if applicable)						
	(6) Name of Representative				(7)Date of Birth				
(8)HACCP applied Product-Livestock(types)				(9)Use of Groundwater (○/×)					
H A C C P Team Manager	(10)Title			(11)Name					
Surface Area (m²)	(12)Worksite (Kitchen)			(13)Storage					
	(14)Laboratory			(15)Other					
	(16)Total								
types of work site	(17) Raw material processing room	(18)Manufacturing Processing Room (Kitchen)	(19) Filling Room	(20) Packing Room	(21) Laboratory	(22) Storage	(23) General Clean Area Divided	(24) Other	
Evaluation (○/×)									
Number of Employees (person)	(25)Manufacturing Management department				(26)Inspection Management Department				
	(27) Other Workers				(28) Total				

## B. Evaluation

Evaluation item (Score)	Results (0~4 point)	Remarks
<b>A. Incoming (Unloading, Inspection)</b>		
1. Only foods that are acceptable under the self guided criteria shall be received. Following shall be confirmed by each food group.(0~4 point) - Agricultural, forestry, aquatic products or simply treated products: deterioration, freshness, labelling etc. - Processed foods : Appearance such Labelling, damaged packaging, etc. - Refrigerated or frozen foods : Monitor delivery temperature (Ready-to-eat prepackaged product or smoked salmon shall kept at 5℃or below, refrigerated 10℃ or below, freeze -18℃ or below, Check temperature monitoring document for delivery vehicle, etc. )		
<b>B. Storing</b>		
2. Refrigerated and frozen food shall be stored under appropriate temperature as it arrives, it shall not be left outside of temperature controlled area. (0~3point)		
3. Unpackaged agricultural and/or seafoods shall be stored separately to avoid cross-contamination. (0~2point)		
4. Stored food shall not in direct contact with floor. Use floor dolly etc to store food not to adhere to wall. (0~1point)		
5. Refrigerator shall be under 10℃(However, a specific food with specified temperature standard such as Ready-to-eat prepackaged products, smoked salmon shall be stored under 5℃ or below or as indicated.) Freezer temperature shall be maintained at -18℃ or below. (0~4point)		
6. Temperature sensor shall be located where highest temperature are detected. (0~2point)		
7. Refrigerator and freezer unit shall be installed, inspected, maintained, and cleaned according to the maintenance plan and the record shall be kept. (0~3point)		
8. Inappropriate foods(Defective, damaged, unreadable label, etc.) shall be identified clearly and stored in designated area separately. (0~1point)		
<b>C. Work management (Agricultural・Seafood work area)</b>		
<b>Personal Hygiene</b>		
9. Washing and sanitation station shall be available in the work area for employees for their personal hygiene.(0~4point)		
10. Personal hygiene standard including work access, uniform, washing and sanitation guideline for employees shall be established and maintained. (0~4point)		

Evaluation item (score)	Results (0~4 point)	Remarks
11. Post hand-washing instruction where visible to employees in washing station. (0~1point)		
12. Uniform includes personal protective clothing, hair restraint, and sanitary shoes. No personal accessories shall be allowed. (0~2point)		
13. Employee(s) cannot work if he/she is sick with disease that are not allowed for food-worker or has risk of it under 「Food Sanitary Act」. Annual health checkup shall be performed in accordance with 「Food Sanitary Act」 or 「Code of practice: Guidelines for Employees of sanitary sectors」. However, Delivery person or seller for packaged products is exempted. (0~3point)		
<b>Work Access management</b>		
14. Entrance of work area shall have washing and sanitation station for personal hygiene control, and employee(s) shall wash and sanitize to remove possible contaminant before entering. (0~3point)		
<b>Hygienic management of Facility・Equipment, Tools, and Work area</b>		
15. Work area shall be of a structure that can be sealed to prevent leakage, leakage of external pollutants, pests, and rodents. (0~3point)		
16. Work Area shall be equipped with equipment or tools to wash and sanitize utensils and containers. (0~2point)		
17. Work area, equipment and tools shall be washed and sanitized regularly according to the management plan. (0~3point)		
18. Ventilation to emit foul smell or odor generated in the work area shall be installed. (0~2point)		
19. Work area shall maintain a proper temperature and be equipped with a thermometer to measure it. (0~2point)		
20. Work area shall have management plan for pest control and regularly check for inflows. (0~3point)		

Evaluation item (score)	Results (0~4point)	Remarks
21. If water used for washing food or used as washing water for employees, work tools etc, is groundwater and not tap water, it must meet the drinking water quality standards in accordance with Article 5 of the 'Drinking Water Management Act' Inspection shall be conducted at least once a year. (0~4point)		
22. Waste and wastewater treating area are installed and operated in a certain place separate from the work area, and the treatment containers such as waste must be sealed so that no leachate or odor is leaked. Waste shall be treated, disposed and records shall be kept according to the management plan. (0~1point)		
23. Lighting of Work area: Corrosion-resistant materials shall be used for lighting. Protective devices must be provided to prevent cross contamination by damage or dropping of foreign matter in the area where foods are being exposed or processed. (0~2point)		
<b>Management of Sanitary work</b>		
24. Work related tools such as knives, cutting boards, and storage containers that are in direct contact with agricultural, forestry, aquatic products for cutting or storage shall be color coded and stored separately after washing and sanitizing. (0~3point)		
25. Employees in the work area shall wash their hands and aprons frequently before, during and after work. (0~3point)		
<b>D. Packaging</b>		
26. Agricultural, forestry, or aquatic products processed for direct consumption shall be hygienically managed to prevent cross-contamination from foreign substances or pathogenic microorganisms when packaging. (0~3point)		
27. The packaging date or shelf life must be indicated and the packaging date or shelf life shall not be arbitrarily changed when packing agricultural, forestry or aquatic products. (0~3point)		
<b>E. Displaying and Selling</b>		
28. Storage temperatures shall be set for display and sold in accordance with the specified storage standards for products like processed food. Foods that have not have guidelines for storage (agriculture, forestry or aquatic products, for example) must comply with storage standards set by themselves. (0~4point)		
29. Refrigerator shall be under 10℃(However, a specific food with specified temperature standard such as Ready-to-eat prepackaged products, smoked salmon shall be stored under 5℃ or below or as indicated.) Freezer temperature shall be maintained at - 18℃ or below. (0~4point)		
30. Refrigerated and frozen food display unit shall be loaded according to their capacity and periodically cleaned and sanitized. (0~1point)		

Evaluation item (score)	Results (0~4point)	Remarks
31. Inappropriate foods(Defective, damaged, unreadable label, etc.) shall not be sold or displayed for selling. Items passed their expiration date shall not be sold or displayed for selling. (0~4point)		
32. Aquarium water and ice for display must comply with the 'recommendation for microorganisms for food sale' of the 5 <sup>th</sup> chapter of code of food code. (0~4point)		
33. Cooking utensils used for taste testing shall be cleaned and sanitized before and after use, and stored hygienically in separate places. (0~3point)		
<b>F. Return process and Recovery</b>		
34. If there is request for a return or exchange from (a) customer(s) for an inappropriate foods (defective, damaged, unreadable label, etc.), it must be promptly acted upon in accordance with the relevant regulations. (0~3point)		
35. Return procedures or disposal for inappropriate foods(defective, damaged, unreadable label, etc.) shall be determined and managed. (0~3point)		
36. Risk information related to recovery shall be collected periodically, and make sure those items shall not be sold. Prompt action shall be taken in accordance with relevant regulations. (0~3point)		
<b>Comprehensive Evaluation</b>	Total Score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is >85 : appropriate(Pass), 70~85: need improvement, or <70: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. <u>However, evaluation item no. 1 and 21 is essential. If scored zero from those items, it is considered fail.</u>
	Percentage (%)	<b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail' However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%. <b>&lt;Deduction point&gt;</b> <b>Regular investigation • evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).

1-4. Certification Evaluation and Follow-ups(Business for Meat Packaging)

A. Current Status

Meat Packing factory	① Business License number			② Business Permit Date	yy mm dd	
	③ Company Name			④ Phone Number		
	⑤ Address	Office				
		Factory				
	⑥ Name of Representative			⑦ Date of Birth		
	⑧ Types of Meat HACCP Applied					
Manager	⑨ Title			⑩Name		
Types of Work Site and surface area (㎡)	⑪meat processing room	⑫ Packing room	⑬Refrigerator	⑭ Freezer	⑮ Inspection room	⑯ Other
	⑰Total surface area					
Number of Employee (person)	⑱ Manufacturing			⑲ Inspection		
	⑳ Other employee			㉑Total		

B. Evaluation

Evaluation item	Results (0~3point)	Remarks
<b>Work Site Management</b>		
1. IS the location of the building maintained where it does not adversely affect meat packing from livestock wastewater, chemicals and other pollutant generating facilities? or is there a facility that can block hazardous substances?		
2. Independent work area or separate fro the facilities used for other purposes (walls, floor, etc) or Divided and sanitized?		
3. Work area divided or divided into a material storage room, a meat processing room, a packing room, and other rooms. Those room shall be divided into clean zone and general zone and temperature shall be maintained for each process and sanitized properly.		
4. Ceilings and above the ceiling structure shall be easy to clean, and foreign substances such as dust or cob-web shall not accumulated or free from condensation water falling. shall be maintained clean to avoid reproductions of microorganisms.		
5. Inner Wall shall be treated with moisture resistant. It shall be managed to prevent foreign matter or dust from accumulating or causing microorganisms from multiply.		
6. The floor is water-resistant with concrete, etc. shall not be damaged or collect water, and shall be kept clean to prevent microorganisms from multiplying.		
7. Drainage shall be well drained. Facility shall prevent the invasion from harmful creatures such as rodents and backflow of wastewater. shall be managed to prevent the accumulation of sediment. - The drainage cover shall be made of anti-corrosive material. The hold in the cover shall be sized to prevent exhalation of rodents.		
8. Piping shall managed cleanly to prevent dust from accumulating and multiplying microorganisms. The connection part used shall be harmless to human.		
9. Entrance door is water-resistant and washable, shall be installed in line with employee's moving path. shall managed to prevent incoming of rodents or pollutants from entering.		
10. The window of the work area shall installed to keep meat from harmful organisms and dust. It shall be managed to keep meat intact from harmful events such as broken glasses.		
11. Ventilation shall work properly to evacuate odors, gases, fumes, steam, etc. Internal and external intake and exhaust vents shall be equipped with filter and maintained cleanly.		

Evaluation item	Results (0~3point)	Remarks
12. The lighting of all work spaces are maintained adequately for the working room conditions. The lighting fixture is equipped with a protection device to prevent contamination of food products in case of damage.		
13. Toilets are installed and kept clean so as not to affect the work area. - Ventilation that can discharge internal air to outside. - Cold and hot water hand-washing station, drying, and disinfection station. - Floor and inner walls are water-resistant with tiles, concrete, etc. and are coated with anti-bacterial paint.		
14. The changing room shall be structured to be sufficient for use by employees and to be separated and stored to prevent cross-contamination between outing clothing and sanitary clothing. The room must be kept clean.		
15. Work area shall be managed to prevent infestation or propagation of pests and rodents using insect repellent and the inflow shall be checked regularly. Pest control management plans to be managed and operated. - Including periodic inspection of related equipment and tools, repellent types, location of mouse or bug trap, etc.		
16. When using groundwater besides tap water, it is equipped with a facility that can produce water that meets 「the standards for drinking water quality」. Water quality inspections shall be performed on regular basis and keep records accordingly.		
17. When using groundwater, the intake source shall be managed so that there is no possibility of cross-contamination of other groundwater such as toilets, wastes, wastewater treatment facilities, animal farms etc. and if necessary a sanitation or disinfection device shall be provided. Regular cleaning and disinfection shall be provided and records shall be maintained.		
18. Waste and wastewater treatment facility are built and operated in a location separate from the work site. Wastes are regularly processed, taken out, and maintained the record.		
<b>Management of Manufacturing facility</b>		
19. Manufacturing facilities and equipment are properly arranged according to the manufacturing flow of the meat processing. It is managed to minimize meat contamination and prevent cross-contamination.		
20. Manufacturing equipment in direct contact with meat shall be easy to clean and are made with water-resistant materials. They shall be capable of being sterilized and sanitized with hot water, steam, or disinfectants, etc and shall not be harmful to the human body.		
21. Manufacturing equipment are maintained and inspected periodically so it does not disrupt work flow. The maintenance and inspection record shall be maintained and kept.		

Evaluation item	Results (0~3point)	Remarks
22. The structure and function of the refrigeration and freezer unit can be effectively deal with raw materials or products, are managed cleanly to prevent contamination.		
23. Temperature sensor shall be located where highest temperature are detected. Refrigerated room and freezer shall install thermometer that record temperature automatically. Temp monitoring equipment shall be well managed and documents are well kept.		
Hygiene Management		
24. The sanitation room is installed at the entrance of the worksite and must be sufficient for employees to use. Pollutants are removed through washing and disinfection upon entering and exiting of the work site. - Hand washing station without the need of turning water faucet of hot and cold water. hand drying, disinfection tools and shoes washing area shall be provided. - Periodic check up for proper operation of the washing and disinfection station, and proper supply of disinfectant		
25. Traffic flow of the raw materials, finished products, and workers are well established, observed and maintained to prevent cross contamination from the receiving to delivery.		
26. Equipment and tools for sanitary maintenance are well equipped and sanitary status (sterilization or disinfection as needed) are maintained.		
27. Equipment, tools and containers that used for raw meat or finished products are identified and labelled separately. They are maintained under sanitary condition. - Pre-, during-work washing and disinfection of gloves, knives, work station and conveyor belts etc.		
28. Following shall be included in the Standard for Washing, sanitation and/or disinfection. · Washing, disinfection areas by target · Methods and cleaning cycle for each washing and/or disinfection areas · Person in charge · Proper instructions for washing and/or disinfecting tools · Specific usage of detergent and disinfectant (general name and common name)		
29. Specification of uniform, how to wear and washing are determined and operated in detail for employees who work at the line. - Hygienic management of the uniform, sanitary hats, shoes and gloves.		
30. Line workers are managed to comply with the rules of hygiene management before and during work. - Hand washing and disinfect, Hygienic protocols upon entering or leaving the bathroom, Personal items prohibited to wear and/or bringing into the workroom and prohibited activities during work		

Evaluation item	Results (0~3point)	Remarks
31. Appropriate measures are taken for employees who may have bad effect on products due to physical illness. - Management of health status measures (including hold of work) under the 'Livestock Sanitation Management Act'		
32. Access control for outsiders is properly conducted and records are maintained.		
33. Prompt packaging is provided to prevent cord temperature of the carved meat from rising. The record is maintained.		
34. Specific packaging methods per each products to meet its characteristics (refrigerated or frozen) are properly managed and documented. - Time and temperature of refrigeration, Temperature of water for cooling or heating.		
35. Hygienic management to prevent foreign substances such as metals from entering raw meat and finished products are provided and documented.		
36. Regular education and training for sanitation are provided to employees in the related field regarding the prerequisites.		
<b>Management of Storage and Transportation</b>		
37. Must check the inspection report according to the self-made standards or purchase raw or subsidiary materials that meet the specification and document the receiving record. (1) Use of the raw meat that produced from HACCP-applied business (2) Core temperature of raw meat : Refrigerated -2~5℃or below, freezer -18℃ or below (3) Record of proper temperature of the vehicle (4) Sensory Test(Foreign subjects, Odor, Color smearing, etc.) (5) Confirmation of inspection report or self-inspection (6) Confirm expiration date		
38. Document receiving record of containers or packaging materials that being used during processing. (1) Confirmation of inspection report or self-inspection (2) Visual inspection(foreign subjects, etc. (3) Separation of inner packaging materials (4) Standardized products appropriate to the regulations of the Food Sanitation Act		
39. Prompt loading and unloading of raw meat to minimize temperature alterations and contamination. (1) Minimize temperature alteration (2) Presence of the broken package (3) Minimize the contamination of carcass and prompt unloading		

Evaluation item	Results (0~3point)	Remarks
40. Raw meat and finished products are clearly classified, managed and stored at appropriate temperature according to the characteristics of the products. They shall be managed by first-in, first-out method.		
41. Raw meat, subsidiary materials, or finished products are stored separately from other foods so that foreign matter does not get mixed or affect flavors.		
42. Raw, subsidiary, semi-finished and finished products shall be managed separately, and storage area shall have sufficient space so the products does not adhere to floor or wall. Inappropriate products found during storage, it shall be reported, corrected, and documented.		
43. Storage management are specified and operated as indicated. (1) Check the product's name and specifications upon purchasing of raw meat and subsidiary materials. (2) Management of storage place and storage method. (3) Management of Receiving/ Sending of finished products. (4) Measures to prevent cross contamination during handling. (5) Other matters required during storage		
44. To ensure hygienic treatment of raw meat, subsidiary products or finished products during transportation, Vehicles, tools and containers used during the process are appropriately designed and managed to meet its needs. (1) Prevent contamination of meat and packages. (2) Easy to wash and sanitize as needed. (3) Delivery vehicle shall be able to maintain proper temperature during transportation, and shall have the thermometer which can be read from outside installed.		
45. Proper storage and treatment of failed products(including returned products) to prevent cross-contamination. (1) Definition, types and standards of 'failed' products. (2) Storage and handling by the cause of failed product.		
<b>Inspection</b>		
46. Regular inspection are conducted on raw meat, subsidiary materials and finished products for the safety of livestock products and sanitary management of work site.		
47. Facilities and equipment required for inspection are regularly inspected to ensure that inspection is not impeded. Records are maintained.		
48. Consumable management ledgers required for inspection of medium, reagent etc. are well kept.		
49. Items for Inspection managements are specified and managed. (1) Inspection items, methods, standards. (2) Inspection cycle (3) Sampling method (4) Inspection facility or equipment (5) Criteria for determination (6) Inspector or decision maker (7) Other requirements		

Evaluation item			Results (0~3point)	Remarks
50. Test results contains following items. (However, if the inspection is conducted in accordance with the agreement with the livestock hygiene inspection agency, the inspection report of the inspection agency is provided.) (1) Lot number and date of manufacturing (2) Name of sample (3) date of sample collection and test (4) Test items, methods and result (5) Test result and date (6) other				
51. Sample collection and transportation are performed hygienically to avoid contamination or alteration.				
52. Appropriate measures are taken when inspection results deviate from the standards, and documented.				
53. Measuring tools and equipment are being inspected and calibrated in regular basis.				
Recovery program				
54. A recovery program that describes specific recovery procedures or methods for the recovery of nonconforming or returned products must be established and operated. (1) Record of products subject to recall - Product name, Lot number, Production monitoring record, inspection record, record of storage, distribution, and shipping (2) A sales route, list of sales outlet, and contact information (3) Reasons for recovery, formation of a team dedicated to recovery, and designation of a responsible person (4) Treatment of recovered livestock products (5) How to inform consumers of the recovery (6) Recovery plan and result report				
Comprehensive Evaluation	total score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is >85 : appropriate(Pass), 70~85: need improvement, or <70: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. 70%. However, evaluation item no. 37and 38 is essential. If scored zero from those items, it is considered fail.		
	Percentage (%)			
<b>Regular investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail' However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.				
<b>&lt;Deduction point&gt;</b> <b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).				

## 1-5. Certification Evaluation and Follow-Ups (Meat packing business)

### A. Current Status

Meat Packing factory	(1) Business License number		(2) Business Permit Date	yy mm dd			
	(3) Company Name		(4) Phone Number				
	(5) Address	Office					
		Worksite (Factory)	※ If Group Meal service is operated by contractor, Write contractor' s name, address, and registration number (and business number if applicable)				
	(6) Name of Representative		(7) Date of Birth				
	(8) HACCP Applied Product · Livestock(types)						
Manager	(9) Job Title			(10) Name			
Types of Work site and surface area (㎡)	(11) Processing Room	(12) Display Stand	(13) cooler	(14) Freezer	(15) Toilet		
	(16) Other		(17) Total				
Number of Employee (person)							



## B. Evaluation Worksheet

Evaluation item	Results (0~3point)	Remarks
<b>Worksite Management</b>		
1. Is the work site separated or separated from the facilities used for other purposes (walls, floors, etc.) and kept hygienic?		
2. Is the work site divided into general and clean areas by work space, and its temperature is properly maintained?		
3. Is the floor treated with concrete, or etc. to repel water, and dug to prevent from water stagnating? (waterproof)		
4. Is the drainage channel properly installed? (If it works fine,) Is there any backflow or sediment of wastewater?		
5. Are doors and inner walls water-resistant? If so, are they clean and free from propagation of microorganisms?		
6. Are the ceilings and upper structures kept clean and free from dust or condensate dripping and propagation of microorganisms?		
7. Is ventilation facility sufficient to vent odors, harmful gases, smoke, and steam?		
8. Is lighting facility maintaining adequate illuminance and exhibiting no color differences due to light? Also, is there any protection equipment to prevent contamination from damage?		
9. Does the business entity establish and equip with preventive facility to stop the intrusion of animals such as rats or insects?		
10. Are there toilets and changing rooms located where they do not affect the worksite?		
11. Does the business entity comply with the Enforcement Regulations of the Livestock Sanitation Management Act, Article 6(A) of Annex 10 when it carry its own meat for sale at a subsidiary company?		
12. Are doorways and windows completely closed?		
13. Can water supply facility provide tap water or groundwater that meets the standards for 「Drinking Water Management Act」 ?		
14. Is the intake source using groundwater located in a place where there is no possibility of contamination from contaminants? And if a water storage tank is installed, is it safe from contaminants from outside?		

Evaluation item	Results (0~3point)	Remarks
15. Does the business entity conduct regular water quality checks on water and maintain records?		
16. Is the worksite equipped with facilities necessary for the business in place and arranged to prevent contamination from other operations?		
17. Is the worksite not to be used for any purpose other than handling livestock products?		
18. Are facilities and appliances that come in direct contact with meat are hygienic, water-resistant materials that are easy to wash and can be sterilized with hot water, steam, and disinfectants?		
19. Is the manufacturing facility inspected regularly and managed so that there is no hindrance to work?		
20. If there is an improvement requirement in safety in the work process, is appropriate action taken, such as identifying the cause, and its record being kept?		
21. Are electric freezing facility, electric refrigeration facility, display boxes, and scales installed at the worksite? - Refrigeration: -2~10℃ - Frozen: -18℃ or less - Whether a thermometer is installed (automatic temperature recorder is attached to refrigeration and freezing facility)		
22. Are the structures and functions of refrigeration facility, freezing facility, and display boxes able to effectively accommodate raw materials or products and are there any concerns about contamination?		
23. Does the business entity fill out and keep business management standards?		
<b>Sanitation Management</b>		
24. Are facilities and equipment necessary for sanitation management in place and maintained in a hygienic condition (disinfection or sterilization if necessary)?		
25. Are utensils and containers used for the processing and/of raw materials and products well classifiedlabeled and managed tidily?		
26. Are the workers in the worksite wearing sanitary clothes, sanitary hats, and sanitary gloves necessary for the work, and kept them clean?		

Evaluation item	Results (0~3point)	Remarks
27. Are measures being taken against workers who may be adversely affecting the product due to physical illness?		
28. Is the worksite furnished with washing, hand-drying, and disinfection facilities at the entrances of the worksite and toilets?		
29. Is the worksite kept hygiene records on a daily basis and its employees regularly educated/trained?		
30. Are the management considerations regarding cleaning, washing, and disinfection tools and facilities used in the worksite specifically set and operated? (1) Cleaning place and cleaning cycle (2) Cleaning methods, detergents, disinfectants, and tools used for cleaning (3) Dress standard and wearing method (4) The way to wash and disinfect workers' hands (5) Precautions regarding hygiene during work (6) Cleaning condition evaluation method (7) Health status management of employees (8) Disinfectant management method (9) Other necessary matters		
<b>Storage and Transport Management</b>		
31. When receiving raw meat, does the business entity check the inspection report or purchase raw/subsidiary materials that meet the standards according to self-made warehousing standards and write the receipt records? (1) Whether HACCP is applied (2) Central temperature of raw meat - Refrigerated meat: -2~5℃ - Frozen meat: -18℃ or less (3) Record of maintaining the proper vehicle temperature (However, if specified separately, such as -2~5℃ for poultry meat, follow the standard) - Refrigeration: -2~10℃ - Frozen: -18℃ or less (4) Sensory test (foreign material, smell, color and gloss, etc.): Record confirmation		
32. Is loading and unloading carried out promptly to minimize temperature change and contamination of products? (1) Whether temperature changes are minimized (2) Whether the packaged product is damaged (3) Minimizing carcass contamination and whether to unload quickly		

Evaluation item	Results (0~3point)	Remarks
33. Does the business entity purchase the standard packaging materials, and etc. that comply with Article 9(1) of the 「Food Sanitation Act」 ?		
34. Does the business entity maintain raw meat at an appropriate storage temperature? - Refrigerated meat: -2~5℃ (However, if specified separately, such as -2~5℃ for poultry meat, follow the standard) - Frozen meat: -18℃ or less		
35. Does the business entity sort, manage, load, and store the raw/subsidiary materials and products, avoiding contact with the floor or wall?		
36. Does the business entity distinguish unsuitable raw/subsidiary materials, products and returned products with indicated label and keep the records after return and discard them?		
37. If there is any abnormality in the raw/subsidiary materials and products during storage, does the business entity keep the record of the contents and corrective measures?		
38. Is the storage and display temperature of the product properly controlled? - Refrigerated meat: -2~10℃ - Frozen meat: -18℃ or less		
39. Are raw meat and products managed by first-in, first-out methods?		
40. Does the business entity comply with the provisions of the third item in attachment 13 of the Enforcement Rules in Livestock Sanitation Management Act ? - Exhibit signs on the display stand and labeling requirement for container wrapper		
41. Does the business entity specifically fill out and keep following items in storage management standards? (1) The way to check warehousing standards and specifications when purchasing raw/subsidiary materials (2) Storage place management and management method (3) The way to handle raw meat and products carry in and out (4) The way to deal with unsuitable product as a result of inspection (5) Measures to prevent cross-contamination when handling (6) Other matters necessary for storage management		
42. Does the business entity befittingly manage transport vehicles, tools and containers to ensure proper transportation of raw/subsidiary materials, and etc. (1) Contamination of raw materials and packaging shall be prevented. (2) If necessary, it shall be easy to clean and sterilized. (3) The transport vehicle must be able to maintain an appropriate temperature and be equipped with an automatic temperature recording device to check the internal temperature change from the outside.		

Evaluation item	Results (0~3point)	Remarks
<b>Inspection management</b>		
43. Does the business entity perform regular inspections on raw meat, subsidiary materials, and finished products for the safety of livestock products and sanitation management of worksite facilities?		
44. Does the business entity implement regular check-up on facilities and equipment necessary for safe and accurate inspection and keep the record of it?		
45. Is the consumables management ledger required for inspection of media and reagents properly prepared and filled out?		
46. Are inspection management matters administered in detail? (1) Inspection items, methods and standards (2) Inspection cycle (3) Sampling method (4) Inspection facilities and equipment (excluding consigned inspection) (5) Judging criteria (6) Inspectors and judges (7) Other necessary matters		
47. Is the inspection report prepared including the following? (However, if the inspection is conducted in compliance with the livestock sanitation inspection agency, its agency report is provided) (1) Lot number and date of manufacture (2) Test sample name (3) Sample collection and inspection date (4) Inspection items, methods and its results (5) Judgment result and its date (6) Other necessary matters		
48. When collecting and transporting test samples, are samples collected hygienically so as not to be contaminated or deteriorated?		
49. If the inspection results go off the management standards, does the business entity take the proper action and keep the record of it?		
50. Does the business entity regularly calibrate and correct measuring instruments, etc. and keep the records?		

Evaluation item	Results (0~3point)	Remarks
<b>Recovery Management</b>		
51. Are voluntary and compulsory recovery program established and operated for unsuitable products, etc. (1) Records of products subject to recall - Product name, lot number, monitoring record during manufacturing, product inspection record on storage/release/distribution record, etc. (2) Sales route, dealer list and contact information (3) Reason for recall, formation of recall team, and designation of person in charge (4) Handling method of recalled livestock products (5) The way to inform the consumer regarding recall fact (6) Recall plan and result report matter		
Comprehensive Evaluation	Total Score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is >85 : appropriate(Pass), 70~85: need improvement, or <70: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. <u>However, evaluation item no. 34 and 39 is essential. If scored zero from those items, it is considered fail.</u>  <b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail' However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.  <b>&lt;Deduction point&gt;</b> <b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).
	Percentage (%)	

1-6. Certification Evaluation and Follow-Ups (Ready-to-eat meat

processing and sales business)

A. Current Status

Instant meat sales and processing business Business	(1) Business License number		(2) Business Permit Date	yy mm dd
	(3) Company Name		(4) Phone Number	
	(5) Address	Office		
		Worksite (Factory)	※ If Group Meal service is operated by contractor, Write contractor' s name, address, and registration number (and business number if applicable)	
	(6) Name of Representative		(7) Date of Birth	
	(8) HACCP Applied Product・Livestock(types)			
Manager	(9) Job Title		(10) Name	
Types of Work site and surface area (㎡)	(11) Processing Room	(12) Refrigerated Room・Freezer	(13)Display Stand	(14) Sales place
	(16) Total			
Number of Employee (person)				

B. Evaluation Worksheet

Evaluation item	Results (0-3point)	Remarks
Worksite Management		
1. Is the worksite separated or separated from the facilities used for other purposes (walls, floors, etc.) and kept hygienic?		
2. Is the worksite divided into general and clean areas by work space, and its temperature is properly maintained?		
3. Is the floor treated with concrete, or etc. to repel water, and dug to prevent from water stagnating? (waterproof handling)		
4. Is the drainage channel properly installed? (If it works fine,) Is there any backflow or sediment of wastewater?		
5. Are doors and inner walls water-resistant? If so, are they clean and free from propagation of microorganisms?		
6. Are the ceilings and upper structures kept clean and free from dust or condensate dripping and propagation of microorganisms?		
7. Is ventilation facility sufficient to vent odors, harmful gases, smoke, and steam?		
8. Is the raw material weighing performed in a divided area and equipped with a dust removal facility if necessary?		
9. Is lighting facility maintaining adequate illuminance and exhibiting no color differences due to light? Also, is there any protection equipment to prevent contamination from damage?		
10. Does the business entity establish and equip with preventive facility to stop the intrusion of animals such as rats or insects?		
11. Are there toilets and changing rooms located where they do not affect the worksite?		
12. Does the business entity comply with the Article 6(A). Annex 10 of the Enforcement Regulations of the Livestock Sanitation Management Act when it carry its own meat for sale at a subsidiary company?		
13. Are doorways and windows completely closed?		

Evaluation item	Results (0~3point)	Remarks
14. Can water supply facility provide tap water or groundwater that meets the standards for 「Laws for the Management of Drinking Water」 ?		
15. Is the intake source using groundwater located in a place where there is no possibility of contamination from contaminants? And if a water storage tank is installed, is it safe from contaminants from outside?		
16. Does the business entity conduct regular water quality checks on water and maintain records?		
17. Is the worksite equipped with facilities necessary for the business in place and arranged to prevent contamination from other operations?		
18. Is the worksite not to be used for any purpose other than handling livestock products?		
19. Are facilities and appliances that come in direct contact with meat are hygienic, water-resistant materials that are easy to wash and can be sterilized with hot water, steam, and disinfectants?		
20. Is the manufacturing facility inspected regularly and managed so that there is no hindrance to work?		
21. If there is an improvement requirement in safety in the work process, is appropriate action taken, such as identifying the cause, and its record being kept?		
22. Are electric freezing facility, electric refrigeration facility, display boxes, and scales installed at the worksite? - Refrigeration: -2~10℃ - Freezing: -18℃ or less - Whether a thermometer is installed (automatic temperature recorder is attached to refrigeration and freezing facility)		
23. Are the structures and functions of refrigeration facility, freezing facility, and display boxes able to effectively accommodate raw materials or products and are there any concerns about contamination?		
24. Does the business entity fill out and keep business management standards?		

Evaluation item	Results (0~3point)	Remarks
<b>Sanitation Management</b>		
25. Are facilities and equipment necessary for sanitation management in place and maintained in a hygienic condition (disinfection or sterilization if necessary)?		
26. Are utensils and tools such as cutting boards and knives used to cut meat and processed meat products or agricultural products kept separate and well maintained?		
27. Are utensils and containers used for the processing and/of raw materials and products well classified/labeled and managed tidily?		
28. Are the workers in the worksite wearing sanitary clothes, sanitary hats, and sanitary gloves necessary for the work, and kept them clean?		
29. Are measures being taken against workers who may be adversely affecting the product due to physical illness?		
30. Is the worksite furnished with washing, hand-drying, and disinfection facilities at the entrances of the worksite and toilets?		
31. Is the worksite kept hygiene records on a daily basis and its employees regularly educated/trained?		
32. Are the management considerations regarding cleaning, washing, and disinfection tools and facilities used in the worksite specifically set and operated? (1) Cleaning place and cleaning cycle (2) Cleaning methods, detergents, disinfectants, and tools used for cleaning (3) Dress standard and wearing method (4) The way to wash and disinfect workers' hands (5) Precautions regarding hygiene during work (6) Cleaning condition evaluation method (7) Health status management of employees (8) Disinfectant management method (9) Other necessary matters		

Evaluation	Results (0~3point)	Remarks
<b>Storage and Transport Management</b>		
33. When receiving raw meat, does the business entity check the inspection report or purchase raw/subsidiary materials that meet the standards according to self-made warehousing standards and write the receipt records? (1) Whether HACCP is applied (2) Central temperature of raw meat - Refrigerated meat: -2~5℃ - Frozen meat: -18℃ or less (3) Record of maintaining the proper vehicle temperature - Refrigeration: -2~10℃ - Frozen: -18℃ or less (4) Sensory test (foreign material, smell, color and gloss, etc.): Record confirmation		
34. Does the business entity fill out register for receipt of subsidiary materials, and receive an inspection report from a supplier or perform self-inspection regularly?		
35. Is loading and unloading carried out promptly to minimize temperature change and contamination of products? (1) Whether temperature changes are minimized (2) Whether the packaged product is damaged (3) Minimizing carcass contamination and whether to unload quickly		
36. Does the business entity purchase the standard packaging materials, and etc. that comply with Article 9 (1) of the Food Sanitation Act?		
37. Does the business entity maintain raw meat at an appropriate storage temperature? - Refrigerated meat: -2~5℃ - Frozen meat: -18℃ or less		
38. Does the business entity sort and store subsidiary materials from raw meat, and keep at appropriate temperature for each auxiliary ingredient? - Agricultural products: 10℃ or less		
39. Does the business entity sort, manage, load, and store the raw/subsidiary materials and products, avoiding contact with the floor or wall?		
40. Does the business entity distinguish unsuitable raw/subsidiary materials, products and returned products with indicated label and keep the records after return and discard them?		
41. If there is any abnormality in the raw/subsidiary materials and products during storage, does the business entity keep the record of the contents and corrective measures?		

Evaluation	Results (0~3point)	Remarks
42. If the product is heated, cooked and sold, is the maintenance of sanitation properly maintained?		
43. Is the storage and display temperature of the product properly controlled? - Refrigerated meat: -2~10℃ - Frozen meat: -18℃ or less - Refrigerated meat products: -2~10℃ - Frozen meat products: -18℃ or less		
44. Are raw meat and products managed by first-in, first-out methods?		
45. Does the business entity comply with the item 3 (A) in Annex 13 of the Enforcement Rules in Livestock Sanitation Management Act ? - Exhibit signs on the display stand and labeling requirement for container wrapper		
46. Does the business entity specifically fill out and keep following items in storage management standards? (1) The way to check warehousing standards and specifications when purchasing raw/subsidiary materials (2) Storage place management and management method (3) The way to handle raw meat and products carry in and out (4) The way to deal with unsuitable product as a result of inspection (5) Measures to prevent cross-contamination when handling (6) Other matters necessary for storage management (5) Measures to prevent cross-contamination when handling (6) Other matters necessary for storage management		
47. Does the business entity befittingly manage transport vehicles, tools and containers to ensure proper transportation of raw/subsidiary materials, and etc.? (1) Contamination of raw materials and packaging shall be prevented. (2) If necessary, it shall be easy to clean and sterilized. (3) The transport vehicle must be able to maintain an appropriate temperature and be equipped with an automatic temperature recording device to check the internal temperature change from the outside.		
<b>Inspection management</b>		
48. Does the business entity perform regular inspections on raw meat, subsidiary materials, and finished products for the safety of livestock products and sanitation management of worksite facilities?		
49. Does the business entity implement regular check-up on facilities and equipment necessary for safe and accurate inspection and keep the record of it?		

Evaluation	Results (0~3point)	Remarks
50. Is the consumables management ledger required for inspection of media and reagents properly prepared and filled out?		
51. Are inspection management matters administered in detail? (1) Inspection items, methods and standards (2) Inspection cycle (3) Sampling method (4) Inspection facilities and equipment (excluding consigned inspection) (5) Judging criteria (6) Inspectors and judges (7) Other necessary matters		
52. Is the inspection report prepared including the following? (However, if the inspection is conducted in compliance with the livestock sanitation inspection agency, its agency report is provided) (1) Lot number and date of manufacture (2) Test sample name (3) Sample collection and inspection date (4) Inspection items, methods and its results (5) Judgment result and its date (6) Other necessary matters		
53. When collecting and transporting test samples, are samples collected hygienically so as not to be contaminated or deteriorated?		
54. If the inspection results go off the management standards, does the business entity take the proper action and keep the record of it?		
55. Does the business entity regularly calibrate and correct measuring instruments, etc. and keep the records?		
Recovery program management		
56. Are voluntary and compulsory recall program established and operated for unsuitable products, etc.? (1) Records of products subject to recall - Product name, lot number, monitoring record during manufacturing, product inspection record on storage/release/distribution record, etc. (2) Sales route, dealer list and contact information (3) Reason for recall, formation of recall team, and designation of person in charge (4) Handling method of recalled livestock products (5) The way to inform the consumer regarding recall fact (6) Recall plan and result report matter		

Comprehensive Evaluation	Total Score	<p>&lt;Criteria&gt;</p> <p><b>Evaluation for Certification</b> : If the total score acquired from each item is &gt;85 : appropriate(Pass), 70-85: need improvement, or &lt;70: Fail.</p> <p>However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70-85%, and fail if less than 70%.</p> <p><u>However, evaluation item no. 34 and 39 is essential. If scored zero from those items, it is considered fail.</u></p>
	Percentage (%)	<p><b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail' . However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.</p> <p>&lt;Deduction point&gt;</p> <p><b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).</p>

## 1-7. Certification Evaluation and Follow-Ups

(Livestock products storage business)

### A. Current Status

Livestock Products Storage business	(1) Business License number			(2) Business Permit Date	yy mm dd	
	(3) Company Name			(4) Phone Number		
	(5) Address	Worksite (Factory)				
	(6) Name of Director			(7) Date of Birth		
	(8) Stored Livestock(types)					
Manager	(9) Job Title			(10) Name		
Types of work site and surface area (m <sup>2</sup> )	(11) Loading · Unloading Dock	(12) Refrigerated room	(13) Freezer	(14) Restroom , Changing room	(15) Other	
	(16) Total					
Number of Employee (person)						

## B. Evaluation Worksheet

Evaluation	Results (0-3point)	Remarks
<b>Worksite Management</b>		
1. Is the worksite separated or separated from the facilities used for other purposes?		
2. Are there separated or partitioned, and sanitary managed loading and unloading platforms, a freezer, and a refrigerator?		
3. Are freezer and refrigerating chamber constructed to enable to control temperature, and a thermometer that can recognize the temperature without opening the door is installed outside? Also, is the temperature sensor attached to the highest spot?		
4. Is the structure and function of the refrigerating and freezing facilities capable of effectively accommodating livestock products and less likely to cause contamination?		
5. Is the loading and unloading platform separated from outside and is it designed to capable of maintaining the proper temperature for each livestock products?		
6. Is the floor treated with concrete, or etc. to repel water, and well managed to be free from water stagnating and any kinds of damage? (waterproof)		
7. Are the ceilings and upper structures kept clean and free from dust or condensate dripping and propagation of microorganisms?		
8. Is ventilation facility sufficient to vent odors, harmful gases, smoke, and steam?		
9. Is lighting facility maintaining adequate illuminance and is there any protection equipment to prevent contamination from damage?		
10. Does the business entity establish and equip with preventive facility to stop the intrusion of animals such as rats or insects?		
11. Are there toilets and changing rooms located where they do not affect the worksite? And is toilet furnished with washing, hand-drying facility, etc. maintaining proper arousal and sanitary condition?		
12. Are facilities and appliances that come in direct contact with livestock, water-resistant materials that are easy to wash and can be sterilized with hot water, steam, and disinfectants?		
13. Can water supply facility provide tap water or groundwater that meets the standards for 「Drinking Water Management Act」? When using water storage tank, is it safe from contaminants from outside?		



Evaluation	Results (0~3point)	Remarks
14. Does the business entity control the access to worksite from outside persons other than the employees?		
15. Does the business entity fill out and keep establishment management standards?		
<b>Sanitation Management</b>		
16. Are facilities and equipment necessary for sanitation management in place and maintained in a hygienic condition (disinfection or sterilization if necessary)?		
17. Are utensils and containers used for livestock products storage managed tidily?		
18. Does the business entity regularly evaluate and manage cleanliness by inspecting airborne bacteria (self-inspection or requesting a livestock products sanitation inspection agency) or similar methods for sanitary control of the storage room of livestock products which directly exposed to the outside?		
19. Are the workers in the worksite wearing sanitary clothes, sanitary hats, and sanitary gloves necessary for the work, and kept them clean?		
20. Are measures being taken against workers who may be adversely affecting the product due to physical illness?		
21. Does the business entity take necessary measures, such as cleaning or disinfection, if employee(s) has(have) touched a contaminated device or has(have) done something that could potentially be contaminated?		
22. Is the worksite kept hygiene records on a daily basis and its employees regularly educated/trained?		
23. Are the management considerations regarding cleaning, washing, and disinfection tools and facilities used in the worksite specifically set and operated? (1) Cleaning place and cleaning cycle (2) Cleaning methods, detergents, disinfectants, and tools used for cleaning (3) Dress standard and wearing method (4) The way to wash and disinfect workers' hands (5) Precautions regarding hygiene during work (6) Cleaning condition evaluation method (7) Health status management of employees (8) Disinfectant management method (9) Other necessary matters		

Evaluation	Results (0~3point)	Remarks
<b>Storage Management</b>		
24. When receiving livestock products, does the business entity fill out the receipt records? (1) Checking the record and maintaining proper temperature of the incoming vehicle - Refrigeration: -2~10℃ (However, if specified separately, such as -2~5℃ for poultry meat, follow the standard) - Frozen: -18℃ or less (2) Check if the expiration date has passed (3) Whether the packaged product is damaged		
25. Is loading and unloading carried out promptly to minimize temperature change and contamination of products? (1) Existence of measures for minimizing temperature change (Temperature control plan, etc. when labels attached) (2) Whether the packaged product is damaged (3) Whether the work is performed with refrigerating or freezing chamber open (4) Existence of measures to prevent livestock contamination		
26. Does the business entity maintain proper storage temperature according to the characteristics of each livestock products and keep records by automatic temperature recording system? - Refrigeration: -2 to 10° C(However, if specified separately, such as -2~5℃ for poultry meat, follow the standard) - Frozen: -18° C or less		
27. Does the business entity identify and manage by shipper, item, etc. so that it can be shipped first-in and first-out?		
28. Does the business entity separately keep livestock products, food, and food additives that can be a source of mutual pollution or affect flavor?		
29. Does the business entity sort, load, and store the livestock products, avoiding contact with the floor or wall?		
30. Does the business entity load the livestock products in a proper way to avoid the effect from imposed load?		
31. Does the business entity keep and manage the machines, appliances, containers, and cleaning tools required for storage hygienic in the place where is rain/snow-proof and preventive from access of animals such as rats and insects?		
32. Does the business entity keep disinfectants, toxic substances, flammable substances and non-eating chemicals in a isolated location from livestock handling and storage areas?		

Evaluation		Results (0~3point)	Remarks
33. Does the business entity distinguish unsuitable livestock products, such as damaged packaging materials, expired distribution periods, and damaged or corrupted products, with indicated label and keep the records after return and discard them?			
34. If a product inspection is required due to insufficient storage management of livestock products, does the business entity manage such matter by performing a self-inspection or requesting a sanitation inspection from agency?			
35. Does the business entity befittingly manage transport vehicles, and tools to ensure proper transportation of livestock products? (1) Contamination of livestock products shall be prevented. (2) If necessary, it shall be easy to clean and sterilized. (3) Carriers operating in the workshop shall be electrically operated.			
36. Does the business entity specifically fill out and keep following items in storage management standards? (1) Standards and methods for checking livestock products (2) Storage place management and management method (3) The way to handle raw meat and products carry in and out (3) The way to manage load/unloading livestock products (4) The way to deal with unsuitable product as a result of inspection (5) Measures to prevent cross-contamination when handling (6) Other matters necessary for storage management			
Comprehensive Evaluation	Total Score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is $\geq 85\%$ : appropriate(Pass), $\geq 70\sim <85\%$ : need improvement, or $<70\%$ : Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. <u>However, evaluation item no. 24 is essential. If scored zero from those items, it is considered fail.</u> <b>Regular investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85% or more. Scored less than 85% considered 'Fail' However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.	
	Percentage (%)	<b>&lt;Deduction Criteria&gt;</b> <b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).	

## 1-8. Certification Evaluation and Follow-Ups

(Livestock products delivery business)

### A. Current Status

Livestock Products Delivery Business	(1) Business License number		(2) Business Permit Date	yy mm dd	
	(3) Company Name		(4) Phone Number		
	(5) Address				
	(6) Name of Representative		(7) Date of Birth		
	(8) Transported Livestock(types)				
Manager	(9) Job Title		(10) Name		
Transport Vehicle Status					
Types of Work site and surface area (㎡)	(11) Business Office	(12) Car Wash area	(13) Garage	(14) Changing Room	(15) Other
	(16) Total				
Number of Employee (person)					

## B. Evaluation Worksheet

Evaluation	Results (0~3point)	Remarks
<b>Transport Vehicle and Facility Management</b>		
1. Are livestock products managed to be transported by vehicles registered under designated type of livestock products transportation business?		
2. Does the business entity manage transport vehicles not to carry any items that can possibly contaminate livestock such as cattle?		
3. Does the transport vehicle have a loader equipped with refrigeration or freezing facilities? - whether a cooler to prevent temperature drop is installed, in case the vehicle is stationary		
4. Does the business entity install the random-manipulation preventive temperature recorder to check the temperature change inside the loader that meets the preservation and distribution standards of livestock products and to check the temperature change inside without opening the door?		
5. Does the loading dock have a structure that prevents blood, sewage, etc. from leaking and prevents odor and insect infestation, and can it be locked to prevent the door from opening during operation?		
6. Does the business entity have the with enough space to accommodate livestock, and is there a facility for hanging zone in the case of land transport?		
7. Are the loader interior, equipment and containers directly in contact with livestock products easy to wash and sterilize?		
8. Does the business entity equip the exclusive car wash facility which are suitable for the relevant provisions of the 「Drinking Water Management Act」 ? - If other people are using it, whether to place a contract paper or not		
9. Is there a dedicated garage to park the vehicle? - If other people are using it, whether to place a contract paper or not		
10. Can water supply facility provide tap water or groundwater that meets the standards for 「Drinking Water Management Act」 ? When using water storage tank, is it safe from contaminants from outside?		
11. Does the business entity provide changing rooms for employees and be kept clean and maintained?		
12. Does the business entity fill out and keep the facility management standards?		

Evaluation	Results (0~3point)	Remarks
<b>Sanitation Management</b>		
13. Are facilities and equipment necessary for sanitation management in place and maintained in a hygienic condition (disinfection or sterilization if necessary)?		
14. Does the business entity keep loaders, tools, containers, etc. used in loading and transporting clean and sterilized?		
15. When it comes to land meat, etc. among livestock products that are directly exposed to the outside world, does the business entity regularly manage and evaluate cleanliness by assessing microbial inspection (self-inspection or requesting a livestock products sanitation inspection agency) or equivalent to the sanitation control of the loading dock?		
16. Are the workers wearing sanitary clothes, sanitary hats, and sanitary gloves during loading and unloading process and kept them clean?		
17. Are measures being taken against workers who may be adversely affecting the product due to physical illness?		
18. Is the worksite kept hygiene records on a daily basis and its employees regularly educated/trained?		
19. Are the management considerations regarding cleaning, washing, and disinfection tools and facilities used in the worksite specifically set and operated? (1) Cleaning method and cleaning cycle (2) Detergents, disinfectants, and tools used for cleaning (3) Dress code and how-to dress (4) Hand washing instruction (5) Hygiene precautions during work (6) Cleaning condition evaluation method (7) Health status management of employees (8) Disinfectant management method (9) Other necessary matters		
<b>Transport Management</b>		
20. Is loading/unloading and stocking carried out promptly to minimize temperature change and contamination of products? (1) Existence of measures for minimizing temperature change (2) Existence of anti-contamination measures (3) Whether packaging is damaged		
21. Does the refrigeration (freezing) machine start the phase-out work after maintaining the proper temperature?		
22. Does the business entity maintain proper transportation temperature according to the characteristics of each livestock products and keep the records? - Refrigeration: -2 to 10° C - Frozen: -18°C or less		

Evaluation		Results (0~3point)	Remarks
23. Are livestock products loaded in a proper way with smooth chill air flow to avoid the effect from imposed load and package damaging which affects livestock products?			
24. Does the business entity handle and transport the livestock products hygienically, avoiding contact with the floor or wall? And when it comes to land meat, is it carried on a suspension basis?			
25. Does the business entity use packaging materials and containers in direct contact with livestock products complying with Article 9 (1) of the 「Food Sanitation Act」 ?			
26. If the transport container is recalled by a transport vehicle, is it managed and transported separately to prevent contamination of the product?			
27. If a product inspection is required due to insufficient transport management of livestock products, does the business entity manage such matter by performing a self-inspection or requesting a sanitation inspection from agency?			
28. Does the business entity record the measures in detail in case of abnormalities during transporting livestock products?			
29. Does the transportation management standard include the following details? (1) Managing transport vehicles (2) Livestock Products loading and unloading criteria (3) Handling of non-conforming products (4) Measures to prevent contamination during the transportation process (5) Other matters necessary for transportation management			
Comprehensive Evaluation	Total Score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is ≥85% : appropriate(Pass), 70~85%: need improvement, or <70%: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. However, evaluation item no. 25 is essential. If scored zero from those items, it is considered fail. <b>Regular investigation and evaluation</b> :if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%. <b>&lt;Deduction Criteria&gt;</b> <b>Regular investigation・evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).	
	Percentage (%)		

## 1-9. Certification Evaluation and Follow-up Management

(Business specialized in the collection and sale of edible eggs)

### A. Status Table

Business specialized in the collection and sales of edible eggs	① Livestock business Registration Number		② Registration Date	
	③ Name of Business		④ Phone Number	
	⑤ Address			
	⑥ Name of Director		⑦ Date of Birth	
	⑧ Types of Edible Eggs			
Management Officer	⑨ Job Title		⑩ Name	
Surface Area (㎡)	⑪ Raw Egg Storage Room		⑫ Raw Egg Processing Room	
	⑬ Washing・Dry Room		⑭ Selecting・Packing Room	
	⑮ Product Storage Room		⑯ Inspection Room	
	⑰ Packaging Storage Room		⑱ Others	
	⑲ Total			
Transport Vehicle Status				
Number of Employee (persons)	㉑ Production Management Division		㉑ Inspection and Management Division	
	㉒ Other Worker		㉒ Total	

## B. Evaluation Worksheet

Evaluation Contents	Results (0~3point)	Remarks
<b>Workplace Management</b>		
1. Is the facility and the separate workshop managed (walls, floors, etc.) to be used for Building or other purposes, and is the outside of the workshop hygienic?		
2. Is the workshop separated by fences (warning) even if outsiders or wildlife cannot invade?		
3. Are workplace divided into general and clean areas and managed clean?		
4. Are ceilings, inner walls and floors durable and domestic kept clean so that microorganisms do not reproduce, and the floors are well drained without water?		
5. Is the aqueduct a facility that can prevent intrusions of tangible organisms such as rodents or backflow of sewage and is kept clean so that deposits are not piled up?		
6. Ventilation facilities are sufficient to ventilate odors, harmful gases, fumes, steam, etc. and air flows from the clean area to the general area, internal and external deficiencies and does the exhaust have a filter net installed and is it kept clean?		
7. Being smuggled a hatch and raw materials being smuggled a hatch and products (Excluding business specialized in the collection and sale of edible eggs that are shipped after simple storage), windows, doors, and separate materials harmful organisms, including rodents and dust that can block facilities?		
8. Are the lightings kept bright according to the working room conditions, and are the lighting fixtures equipped with protective devices to prevent contamination in case of damage?		
9. Are restroom installed and clean so as not to affect the workroom? - Installation of ventilation system that can discharge internal air to the outside - Preparation for hand washing machine with cold-hot water, dryer and sterilizer		
10. Is the fitting room sufficient for the employees of the workshop and shall be separated and stored to prevent cross-contamination between the outdoor wardrobe and sanitary clothing and managed clean?		
11. Is the workplace equipped with facilities to prevent the inflow or breeding of harmful organisms for insect repellent and waterproof management and is the insect repellent and waterproof management plan operated? - Including of Related Equipment Inspection Cycle, Insect · Repellent type and Storage Place, Installation Location etc.		

Evaluation Contents	Results (0~3point)	Remarks
12. Are waste・wastewater treatment facilities installed and operated in isolated locations from the workplace and are regularly disposed of and kept records?		
13. Are the workplace entrances equipped with disinfection facilities for vehicles, dwarves, pallets, vehicle loading boxes, and carriers and maintaining records of disinfection?		
<b>Processing Facility Management</b>		
14. Are treatment facilities properly placed in accordance with the treatment process call and managed to minimize pollution and prevent cross-contamination?		
15. Are treatment facilities designed and manufactured to be easy to clean without rough surfaces and to prevent foreign substances from being mixed into raw materials and products?		
16. Are workstations, shelves, and packaging made of water-resistant material?		
17. Are processing facilities and other facilities regularly inspected and maintained to ensure that their work is not disrupted and are recorded and stored?		
<b>Sanitary Management</b>		
18. Is the sanitary processing room installed at the entrance of the workplace and sufficient for employees to use, and is the cleaning and disinfection of the employees removing possible pollutants? - Preparation of washing procedure including hand washing facilities with cold-hot water, drying, disinfection, and sanitary shoes etc. - Regularly Checking the facility' s operation and disinfectant		
19. Are raw eggs, products and worker movement lines set and complied to prevent cross-contamination from warehousing raw materials and subsidiary materials to shipment stage of products?		
20. Are facilities and equipment necessary for hygiene control in the sanitary condition (Disinfection or Sterilization)?		
21. Are the cleaning, washing and disinfection management items of workrooms, treatment facilities, equipment, transportation vehicles, handrails, pallet, vehicle loading boxes, and carriers specified and operated? - Cleaning place and cleaning, washing, disinfection cycle - Cleaning methods and cleaning agents, disinfectants and tools used for cleaning - Methods for evaluation of cleaning, washing, and sterilization conditions - Disinfection drugs, frequency and inspection methods of the disinfection tank - Other necessary matters		

Evaluation Contents	Results (0~3point)	Remarks
22. Are employees working in the workplace operating by specifying the specifications of work clothes, methods of wearing them, relative laundry etc. needed for the work? - Application before sanitary control of sanitary clothing, sanitary cap, sanitary shoes, and sanitary gloves		
23. Are employees engaged in the workplace managed to comply with the hygiene control rules before and after work? - Employee hand washing and disinfection method, hygiene level when entering restroom. Prohibited from bringing in or wearing in the workroom, prohibited acts, etc. before work.		
24. Are pre- and middle- workroom and processing facility and equipment managed clean and hygienic?		
25. Are appropriate measures taken for employees who are likely to have a negative impact on the product due to physical illness? - Conducting a health examination in accordance with the Livestock Products Sanitation Control Act of employees health status management and measures to suspend work, etc.		
26. Are access control and control of outsiders properly carried out and records are maintained?		
27. Are hygiene education and training regularly conducted on the follow-up of the employees?		
<b>Management of Chemicals and Water</b>		
28. Are chemicals managed separately to prevent contamination of products in production?		
29. Do we use chemicals according to the product manual and keep the record?		
30. Does the organization maintain the disinfection records for the water intake station that uses ground water is located in a place where there is no risk of contamination of restroom, waste treatment facilities, animal feed fields, and underground water, and the water storage tank uses materials that are not harmful to the human body, and a locking device to prevent the inflow of pollutants from outside is installed for regular cleaning.		

Evaluation Contents	Results (0~3point)	Remarks
31. If underground water is used other than water supply, is it equipped with a facility that can produce water suitable for drinking water quality standards, and does it conduct regular water quality tests and maintain records?		
32. Are the wash water temperature, pH, disinfection water temperature and concentrations properly managed? - Raw material temperature : - Washing water temperature and pH : - Disinfectant name : - Disinfectant water temperature and concentration :		
<b>Storage · Transport Management</b>		
33. Is the warehousing record prepared when receiving raw materials? - Transport vehicle loader temperature - Farm record (Farm name, variety, scattering date or date or scattering, quantity, etc.) - Visual inspection (no food nonconformities, no bringing in or separation of green, or egg) - <i>Salmonella</i> inspection report or self-inspection - Residue inspection report or self-inspection - Inspection date · inspector etc. other necessary matters		
34. Is the record of receiving subsidiary materials such as packing materials being prepared? - Checking the inspection report or self inspection - Visual inspection(mold, odor, foreign substances etc.)		
35. Is raw material managed separately and kept at the proper temperature and humidity, and is it managed by first-in and first-out methods?		
36. Is the structure and function of the storage facility effectively capable of using raw materials or products and kept clean so that there is no smell or gold light?		
37. Packaging and packaging materials are kept clean so that there is no smell or odor and there is no dust, foreign substances and condensate?		
38. Are packaged products stored and managed quickly in the product storage room?		
39. Are raw eggs, packaging materials or products stored biologically above to prevent them from sticking to the floor and walls, and are my uses and actions recorded in case of any abnormality during storage?		

Evaluation Contents	Results (0~3point)	Remarks
40. Are abnormal eggs properly removed and hygienic treatment is carried out according to treatment standards such as broken eggs, soft eggs, and stained eggs?		
41. Are raw material eggs and products managed to minimize temperature changes in transportation, processing and storage?		
42. Does the product transport vehicle have a loader that prevents product damage, has a cooling function and a deficit shelf at the bottom to allow uniform air flow, and is equipped with a temperature recorder that can check the temperature during transportation?		
43. Does the product transport vehicle have a clean interior, no take-off, and is it checked for cracks in walls, ceilings and floors?		
44. Are nonconforming products (including returned products) properly stored and processed at designated storage locations to prevent cross-contamination? - Definitions, types and criteria of nonconforming products - Storage and treatment methods of nonconforming products - Cleaning and storage methods of containers		
<b>Inspection Management</b>		
45. Are raw materials inspected regularly for safety and hygiene control of workplace facilities?		
46. Are the facilities and equipment required for inspection regularly inspected to ensure that they are kept intact?		
47. Is the consumable management register for inspection, such as badge reagents, properly prepared?		
48. Are inspection management matters specified and managed? (1) Inspection item · Methods · Standard (2) Inspection cycle (3) Sampling plan (4) Inspection facilities and Institution (excluding entrusted examination) (5) Judgement criteria (6) Inspectors and Judges (7) Other necessary matters		

Evaluation Contents	Results (0~3point)	Remarks
<p>49. Does the inspection report include the following? (However, if an inspection is conducted in accordance with an agreement with a livestock products sanitation inspection institution, the inspection report of the institution shall be kept.)</p> <p>(1) Lot number and production date (2) Inspection sample name (3) Sampling plan and inspection date (4) Inspection items, inspection methods and inspection results (5) Judgement results and judgement date (6) Other necessary matters</p>		
50. Is the sample collected and transported hygienically so that it can be contaminated or deteriorated?		
51. Does the organization take appropriate measures when the inspection results deviate from the management standards and record the results?		
52. Are measuring instruments regularly calibrated and its records maintained?		
Recovery program management		
<p>53. Is a voluntary and compulsory recovery program established and operated for nonconforming products, including the following?</p> <p>(1) Records of products subject to recall - Product name, Lot number, Monitoring records at manufacturing time, Product inspection records, Storage, Forwarding, Distribution records, etc. (2) Distribution routes, List of retailer and contact information (3) Reasons for recovery, organization of a recovery team and designation of a responsible person (4) Processing method of recalled products (5) Method of informing consumers of the recall plan (6) Recovery plan and results report</p>		

Comprehensive Evaluation	Score Total	<p><b>&lt;Evaluation Criteria&gt;</b>  <b>Evaluation for Certification</b>  : If the total score acquired from each item is &gt;85% : appropriate(Pass), 70-85%: need improvement, or &lt;70%: Fail.  However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70-85%, and fail if less than 70%.  <u>However, evaluation item no. 33 and 34 is essential. If scored zero from those items, it is considered fail.</u></p>
	Point(%)	<p><b>Regular Investigation and Evaluation</b>  : if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.</p> <p><b>&lt;Deduction Criteria&gt;</b>  <b>Regular Investigation • Evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected items.</p>



## 1-10. Certification Evaluation and Follow-up Management

(Edible Eggs Selecting and Packaging Business)

### A. Current Status

Applicant	(1) Business License (Report) Number		(2) Business License (Report) Date					
	(3) Company Name		(4) Phone Number					
	(5) Address	Main Office						
		Factory (Business)						
	(6) Director Name				(7) Date of Birth			
	(8) HACCP-applied Food·Livestock (Type)				(9) Use of Ground water	(O/X)		
HACCP Team Leader (Management Officer)	(10) Job Title				(11) Name			
Surface area (m <sup>2</sup> )	(12) Worksite				(13) Storage Room			
	(14) Inspection Room				(15) Others			
	(16) Total							
Types of Workplace (Kitchen)	(17) Edible Egg Storage Room	(18) Inspection Room for Edible Egg	(19~20) Manufacturing Processing Room (Selecting·Washing·Drying·Packing Room etc.)	(21) Inspection Room	(22) Storage Room	(23) Division into General · Clean Zone	(24) Others	
Evaluation (O/X)								
Workforce (persons)	(25) Manufacturing (Cooking) Management Department				(26) Inspection Management Department			
	(27) Other employees				(28) Total			

## B. Evaluation Worksheet

Evaluation Contents	Results (0-3point)	Remarks
<b>Business Management</b>		
<b>Workplace</b>		
1. Work area (including sales sites) is an independent building or food (including livestock products). Separation of facilities used for non-handling purposes (referred to as separate rooms or spaces by walls, floors, etc. as follows) to be done. (0 to 2 point)		
2. The Workplace (gate, window, wall, ceiling, etc.) shall have a sealed structure to block the inflow of water leaks, external pollutants, pests, and rodents. (0 to 3 point)		
3. The workplace may be divided into cleanliness zones (cleaning areas can be distinguished by cleanliness zones and middle cleaning zones according to the characteristics of food) and general zones, and may be separated, compartmentalized or divided according to the characteristics and processes of the products. (0 to 2 point)		
<b>Building Floor, Wall, Ceiling</b>		
4. The floor, wall, ceiling, and upper structure, door, window etc. of the raw material processing room, manufacturing and processing room shall be used or treated according to the characteristics of the food to be manufactured and processed, and the floor shall not be hollowed or cracked, except as required by the nature of the work. In such cases, when grooved materials such as tiles, etc. are used on floors, walls, ceilings, etc. they shall be kept clean so that dust, mold, foreign substances, etc. are not trapped in the grooves. (0 to 3 point)		
<b>Drainage and Piping</b>		
5. Work area shall provide adequate drainage without any sediments. Plumbing shall be maintained to prevent backflow. (0 to 3 point)		
<b>Entrance</b>		
6. Work clothes wearing notices shall be posted at the entrance of each processing area. Hand-washing, drying and sanitizing facilities shall be provided and all employees shall remove contaminants by washing, sanitizing, etc. before starting work. (0 to 3 point)		

Evaluation	Results (0~3point)	Remarks
<b>Aisle</b>		
7. Employee traffic patterns shall be indicated in processing areas, and aisles shall be unobstructed. (0 to 1 point)		
<b>Window</b>		
8. Raw materials and packaging materials shall be maintained in a manner that protect against contamination in case of window glass breakage. (0 to 1 point)		
<b>Lighting</b>		
9. Lighting of the work area shall maintain its brightness at 200LUX or higher using either natural light or electric lighting instrument. The illuminance shall be maintained above 540 LUX for screening and inspection area that requires visual confirmation. (0~1 point)		
10. Corrosion-resistant materials shall be used for lighting. Protective devices shall be provided to prevent cross contamination by damage or dropping of foreign matter in the area where foods are being exposed or processed. (0~1 point)		
<b>Auxiliary facilities</b>		
<b>- Restroom, Changing Room etc.</b>		
11. Restroom shall be equipped with separate ventilation that can discharge internal air to outside. Water-resistant and corrosion-resistant materials shall be used for walls, floors, ceilings and the doors in the restroom. Washing, drying and disinfecting tools shall be provided at the entrance of the restroom. (0 to 2 point)		
12. The changing room shall be equipped with a separate ventilation system to discharge internal air to the outside, and shall be separated and stored to prevent cross contamination between outdoor clothing (including shoes) and sanitary clothing (including shoes). (0 to 2 point)		
<b>Hygiene Control</b>		
<b>Managing the Working Environment</b>		
<b>- Preventing pollution between moving lines and processes</b>		
13. From the warehousing of raw and subsidiary materials, the forwarding logistics and employees movement shall be established and observed. (0 to 2 point)		
14. The management plan for foreign substances that can be mixed in at all stages, from warehousing of raw materials to manufacturing, processing, screening, processing, storage and transportation, shall be established and complied with and facilities and equipment shall be installed to manage them, if necessary. (0 to 3 point)		

Evaluation	Results (0~3point)	Remarks
15. The workplace hygiene regulation shall be set and managed by compiling the standard buildings for access, clothing, cleaning and sterilization. (0 to 3 point)		
<b>- Temperature · Humidity Management</b>		
16. Proper temperature control plans for each process, such as manufacturing, processing, selection, processing, packaging, storage, etc. shall be established and a thermometer shall be installed and managed to measure them. If necessary, a humidity control plan shall be established and operated to ensure the safety and suitability of the product. (0 to 2 point)		
<b>- Ventilation Facility Management</b>		
17. Ventilation facilities, such as odors, harmful gases, fumes and air intake and exhaust equipment, which can be managed by the medium term, shall be installed. (0 to 1 point)		
<b>- Pest Control</b>		
18. Outdoor openings such as intake, exhaust and drainage shall be equipped with facilities to prevent the inflow of pests, etc. (0 to 1 point)		
19. The workplace shall be managed to prevent the inflow or reproduction of pests or rodents for the protection of layers and insect repellent, and shall regularly check the inflow. (0 to 2 point)		
20. In case of relief of pests or rodents in the workplace, appropriate protective measures shall be taken to the extent that does not affect the safety of the process or food in accordance with the prescribed hygiene regulations, and any areas directly or indirectly contacted by food handling facilities or food after work shall be removed by cleaning, etc. (0 to 1 point)		
<b>Personal Hygiene Control</b>		
21. Employees, etc. working in the workplace shall wear sanitary clothes, sanitary caps, and sanitary shoes at all times, and shall not wear personal accessories. (0 to 2 point)		
<b>Waste Management</b>		
22. Waste and wastewater treatment facilities shall be installed at a certain place isolated from the workplace and managed to prevent harm such as insect habitats. In addition, the waste generated from the workplace, etc. shall not leak water or smell to the underlying structure so that there is no risk of contamination, and the waste, etc. shall be disposed of and taken out according to the management plan, and the management records shall be maintained. (0 to 1 point)		
<b>Cleaning or Disinfection</b>		
23. Machinery, equipment in the workshop. Sufficiently clean containers, etc. or equipped with facilities or equipment for sterilization. (0 to 1 point)		
24. The cleaning and sterilization facilities for employee's hand washing shall be located in a place where relevant guidelines or standards are clearly visible. (0 to 1 point)		

Evaluation	Results (0~3point)	Remarks
25. The operator shall set the standards for cleaning or disinfection of the following matters. (0 to 3 point) <ul style="list-style-type: none"> <li>• Employees</li> <li>• Sanitary clothes, sanitary caps, sanitary shoes etc.</li> <li>• Around the workplace</li> <li>• Inside each workplace</li> <li>• Manufacturing・Processing・Selection・Disposal facilities(including transport piping)</li> <li>• Refrigeration・Cooling facilities</li> <li>• Water storage facilities</li> <li>• Storage・Transport vehicles</li> <li>• Transport vehicle, Transportation tools and containers</li> <li>• Monitoring and inspection equipment</li> <li>• Ventilation facilities(including filters and screens, etc.)</li> <li>• Waste disposal facilities and container etc.</li> <li>• Cleaning, disinfection tool</li> <li>• Other needs</li> </ul>		
26. Cleaning or Disinfection standards shall include the following. (0 to 3 point) <ul style="list-style-type: none"> <li>• Cleaning・disinfection parts by target of cleaning・sterilization</li> <li>• Cleaning・cleaning・Disinfection methods and cycles</li> <li>• Responsible for cleaning・sterilization</li> <li>• Correct use of cleaning and sterilizing equipment</li> <li>• Specific use methods of detergents and disinfectants (General and common name)</li> </ul>		
27. Cleaning detergents, disinfectants, disinfection equipment or containers in the workplace shall be stored and managed in a designated place and marked for use. (0 to 1 point)		
28. The effect of cleaning and disinfection shall be checked and cleaned or disinfected in accordance with the prescribed management plan. (0 to 3 point)		
<b>Manufacturing・Processing・Selection・Processing Facility・Facility Management</b>		
<b>Facility management for manufacturing facilities and Machinery・Appliances etc.</b>		
29. Manufacturing・Processing・Selection・Treatment facilities and establishment etc. will prevent pollution is caused for handling facilities and equipment appropriately be located in accordance with the flow of the process, in case of, manufacturing, lubricant, compressed air is used for processing product or a direct impact on management measures if there are concerns about impact on harmful factors shall not cause pollution. (0 to 3 point)		
30. Handling facilities and facilities in contact with food are harmless to the human body. It shall be possible to disinfect and sterilize hot water, medium air, sterilizer, etc. with corrosion resistant materials, and equipment and containers shall be used and stored separately by use. (0 to 2 point)		
31. A Manufacturing・Processing・Selection・Treatment Facilities that increase or lower temperature, or a device that measures and records temperature changes in a process is installed and equipped, or a device that sets and records temperature changes in a certain period of time, and the records shall be maintained, and the temperature according to the management plan shall be maintained. (0 to 2 point)		
32. Food handling facilities and facilities shall be inspected and maintained regularly and the results shall be kept. (0 to 2 point)		

Evaluation	Results (0~3point)	Remarks
<b>Refrigerating・Freezing Facilities・Establishment Management</b>		
33. The refrigerating facility shall maintain and manage the temperature of the inside below 10℃ (But, the storage temperature of fresh convenience food, smoked salmon, and poultry meat shall comply with the standard for storage temperature separately, such as storage of 5℃ or less), and the temperature change shall be observed from the outside so that the sensor of the temperature sensitive device is located where the temperature is measured the highest. (0 to 2 point)		
<b>Water Management</b>		
34. Water used for the manufacture・processing・selection・treatment of food, or for the cleaning of facilities, equipment, containers, heavy workers, etc. that can be in contact with food shall be ground water suitable for tap water or drinking water under Article 5 of the Drinking Water Management Act, and where ground water is used, the source of water intake shall be sterilized or disinfected so that other ground water, such as restroom, waste and waste water treatment facilities, and animal farms are not contaminated. (0 to 3 point)		
35. Water used for the manufacturing・processing・selection・treatment of food, or for the cleaning of facilities, equipment, containers, employees, etc. that may be in contact with food, shall be inspected in accordance with the following. <ul style="list-style-type: none"> <li>㊦. If underground water is used, all items of drinking water quality standards shall be inspected at least once a year (at least once a half-year for direct drinking of beverages, etc.)</li> <li>㊦. The microbiological items specified in the drinking water quality standards shall be inspected at least once a month(only if underground water is used or in the case of water supply, only if raw material cleaning water or product combination is used), and the microbiological items may be inspected on their won using a simplified inspection kit. (0 to 3 point)</li> </ul>		
36. Water tanks, piping, etc. shall use materials that are not harmful to the human body, locks shall be installed to prevent the inflow of pollutants from outside, and leaks and contamination shall be checked regularly. (0 to 1 point)		
37. The water tank shall be cleaned and disinfected on its own at least once a half-yearly, or it shall be carried out on behalf of the water tank cleaner, and the results shall be recorded and maintained. (0 to 1 point)		
38. Non-drinking water pipes shall be marked and not crossed or joined in such a way that they are distinct from drinking water pipes. (0 to 1 point)		
<b>Storage・Transport Management</b>		
<b>Purchase and Receiving</b>		
39. Only raw materials and subsidiary materials shall be purchased that meet the standards and specifications of the inspection report or self-determined by the inspection report. (0 to 3 point)		
<b>Partner Business Management</b>		
40. The operator shall inspect the hygiene control status of the suppliers of raw and subsidiary materials and record the results. However, this may be omitted if the supplier is a business that applies HACCP under the Food Commission Act or the Livestock Products Sanitation Control Act. (0 to 1 point)		

Evaluation	Results (0~3point)	Remarks
<b>Transport</b>		
41. Food and livestock products in transit shall be separated from non-food and livestock products to prevent cross-contamination, and transportation products shall not be contaminated by vehicles (including forklift, etc.). (0 to 1 point)		
42. Transport vehicles shall be able to maintain shall be able to maintain a temperature of -18℃ or less in the case of refrigeration (provided otherwise specified, such as the carriage of 2 to 5℃ of poultry meat), and shall be equipped with a temperature recording device to check the temperature change from outside. (0 to 3 point)		
<b>Storage</b>		
43. Raw materials and finished products shall be managed and recorded in accordance with the principle of first-in-first-out. (0 to 1 point)		
44. Raw and subsidiary materials, semi-finished products, finished products, etc. shall be stored in a designated place and managed in a clean manner to prevent cross-contamination caused by allergens, etc. Also, load and manage them so that they do not stick close to the floor or wall. (0 to 3 point)		
45. Nonconforming raw or subsidiary materials, semi-finished products, and finished products shall be stored in a separate designated place, clearly identified, and returned or discarded, and the results shall be recorded and maintained. (0 to 1 point)		
46. Toxic substances, flammable substances and non-food chemicals shall be isolated from food handling stations and treated separately in places where ventilation is good. (0 to 1 point)		
<b>Inspection Management</b>		
<b>Product Inspection</b>		
47. Product inspection shall be conducted in the laboratory by establishing experimental standards and methods in accordance with the inspection plan or by agreement with the inspection institution. (0 to 2 point)		
48. The following shall be recorded in detail in the inspection results. (0 to 2 point) <ul style="list-style-type: none"> <li>• Sample name</li> <li>• Date of Manufacture or expiration(Quality retention period)</li> <li>• Date of inspection</li> <li>• Inspection items, inspection criteria and test results</li> <li>• Judgement results and the date of judgement year</li> <li>• Sign and seal of the inspector and the judge</li> <li>• Other necessary matters</li> </ul>		
<b>Inspection of facilities, equipment</b>		
49. Temperature measuring devices such as refrigeration・freezing, Selection・heat treatment facilities are regularly inspected at least once a year. It shall be corrected. In this case, record the results of the verification and calibration test by yourself. It shall be maintained and the results shall be kept when it is requested by an external authorized national calibration agency. (0 to 2 point)		

Evaluation	Results (0~3point)	Remarks
50. In order to maintain cleanliness of the workplace, airborne drop bacteria, etc. shall be measured and managed in accordance with the management plan. However, this may not apply to workplace where the cleanliness of the workplace is unlikely to affect the product, such as the automation of the manufacturing process, the specificity of facilities and products, food is not exposed, or food is handled in a packaged state. (0 to 2 points)		
<b>Recovery Program Management</b>		
51. Establish a recovery program that describes specific recovery procedures or methods for the recovery of nonconforming or returned products. It shall be operated. (0 to 2 point)		
52. Necessary information in the relevant facility, such as production location, date, and manufacturing line, shall be recorded and stored for identification of causes of nonconforming products, and proper verification methods such as code marking or lot management shall be devised for tracking product. (0 to 2 point)		
<b>Comprehensive Evaluation</b>	Total Score	<p><b>&lt;Evaluation Criteria&gt;</b>  <b>Certification Assessment</b>  : If the total number of points acquired for each item is 85 or more, it is deemed appropriate, supplemented by 70 or less 85 points, and non-conformity if it is less than 70. However, if there is an item excluded from the assessment, the acquisition score is 85% or more (rounding up the first decimal place) or higher by converting the total score to the total score excluding the non-evaluation item into a percentage, it is appropriate, and if it is less than 70%, it is deemed inappropriate. However, item 39 of the assessment is a mandatory item, and if it is insufficient during the certification evaluation, it shall be judged as nonconformity.</p> <p><b>Regular Investigation・Evaluation</b>  : If the total number of points acquired for each item is greater than 85 points, it shall be deemed appropriate and nonconformity if it is less than 85. However, if the acquisition score is 85% or higher (half-limit treatment for the first decimal place) by converting the total score to the percentage excluding the items excluded from the evaluation, it shall be deemed appropriate and nonconformity if the score is less than 85%.</p> <p><b>&lt;Deduction Criteria&gt;</b>  <b>Regular survey・evaluation</b> : If the improvement measures of the regular survey and evaluation of the previous year are not implemented, the deduction score for the item shall be reduced by two times.</p>
	Point(%)	

## 1-11. Certification and follow-ups (Slaughter businesses)

### A. Current Status

Slaughter business	① Business License Number				② Business Permit Date		
	③ Company Name				④ Phone Number		
	⑤ Address	Office					
		Factory					
	⑥ Name of Representative				⑦ Date of Birth		
	⑧ HACCP applied Livestock Products						
Manager	⑨ Title				⑩ Name		
Slaughter facility and Surface Area (m <sup>2</sup> )	⑪ Holding area	⑫ Antemortem inspection Room	⑬ Quarantine Room	⑭ Worksite	⑮ Inspection room	⑯ Disinfectant preparation room	
	⑰ Other				⑱ Total		
Number of employees (person)	⑲ On-site slaughter worker				⑳ Inspection assistance		
	㉑ Other Workers				㉒ Total		

## B. Evaluation Worksheet (Mammals such as cattle and pigs)

Items	Evaluation Contents	Score	Remarks
<b>A. Worksite Management</b>			
<b>1) Worksite Management Standard</b>			
<b>1</b>	<b>(Standard)</b> A) Worksite management standard is prepared and available. However, it may be substituted with facility standards for each type of business prescribed by the Livestock Products Sanitary Control Act. B) Even when the Act, etc. under A) are available, the management standards shall include the following matters. (1) Management of the worksite maintenance (2) Management of the outsiders' access (3) Pest control Management (4) Water management (if underground water is used) (5) Management of the waste and waste water treatment facility		
	<b>(Maintenance)</b> A) The maintenance plan is established and regularly managed, and such details are recorded. B) The standard is revised if any changes are made or when the revision is required as a result of the self-evaluation results		
	<b>(Responsibility of the operator)</b> The business operator recorded and signed the date and revision history when reviewing and approving the details of the enactment and revision of the management standard (can be commonly applied as prerequisite management).		
<b>2) Record Review and On-site Observation</b>			
<b>4</b>	<b>(Changes in facilities)</b> A) There is a reception area, an antemortem inspection room, quarantine room, a work area, an inspection room, a disinfection preparation room, a waste water treatment facility, a waste disposal facility, a changing room, a bathroom, a rest room and a place to wash and disinfect livestock transport vehicles etc. B) In case there is a change in facilities or equipment, etc. the		

	change has been granted by or reported to the licensing authority.		
5	<p><b>(Environment)</b></p> <p>A) The driveway, parking lot and the road between the buildings are paved.</p> <p>B) There is a blocking facility such as fences so that the inside of the slaughterhouse could not be visible from the outside.</p> <p>C) The work area is equipped and managed to prevent insects and rats, etc. from getting in and inhabiting inside and out side of the work area.</p> <p>D) There is an access control of the worksite to keep the outsiders from entering.</p> <p>E) The floors of the reception area, place for antemortem inspection, place for quarantine and work area are made of water-resistant, study materials such as concrete, stone, etc. to prevent sliding and maintain an 100th of slope to ensure good drainage.</p>		
6	<p><b>(Reception area)</b></p> <p>The Reception Area is installed as an open structure and compartmentalized for each livestock type, but has a door that can control the entrance of people and livestock.</p>		
7	<p><b>(A place for antemortem inspection)</b></p> <p>The place for antemortem inspection is installed near the work area. And there is a compartmentalized passage way between the place for antemortem inspection and the work area where the livestock can walk on.</p>		
8	<p>A) <b>(Work area)</b></p> <p>(1) The work area is divided into a slaughterhouse, a carcass treating area and a internal organ treating area.</p> <p>(2) The edge between the floor and wall, and between the walls not more than 1.5m from the floor is curved, and constructed with tiles, concrete or similar materials for easy work and cleaning.</p> <p>(3) The ceiling of the work area is made of water-resistant materials to prevent foreign matters or dust, etc. from adhering to it.</p> <p>(4) The work area structured to control the access of the visitors. And the entrance equipped is with an air screen or installed with automatic or semi-automatic door.</p> <p>B)<b>(Internal organ treating area)</b></p> <p>The internal organ treating area is built inside the work area or installed separately in the slaughterhouse, but connected to the internal organ inspection table.</p> <p>C) <b>(Deboning and trimming area)</b></p> <p>If an area for deboning and trimming is installed separately, it is</p>		

	installed separately from the work area and is the indoor temperature kept within 15℃.		
9	<p><b>(Drain)</b></p> <p>The drain is made of a culvert and trap (U-tube) is installed to prevent back flow of odors. The cover of the drain located inside is installed with an anti-corrosive material, with the upper opening and closing method, and the holes in the cover shall be small enough to prevent rats, etc. from getting in.</p>		
10	<p><b>(Ventilation)</b></p> <p>Ventilation facilities are sufficient to ventilate odors, harmful gases, fumes, steam, etc. and can manage condensed water properly.</p>		
11	<p><b>(Lighting)</b></p> <p>The work area use the natural lighting or artificial lighting device to facilitate work and inspection. The brightness is 220lux or more (more than 540lux for the inspection area), and safety devices such as a protective net are installed to prevent contamination of meat in case of rupture.</p>		
12	<p><b>(Restroom, Changing Room)</b></p> <p>A) The restroom is located in a place that does not affect the work area and equipped with washing facility and pest control facility. The faucet is installed in a semi-automatic or automatic structure to prevent contamination.</p> <p>B) The changing room is divided and installed adjacent to the work area and has a changing room for each employee to store clothes and shoes, etc. and is managed to prevent cross-contamination.</p>		
13	<p><b>(Water)</b></p> <p>A) If <b>underground water</b> is used in addition to tap water, it is equipped with facilities to produce water that meets drinking water quality standards. Regular water quality tests are conducted regularly and their records are kept.</p> <p>B) The water intake source that uses underground water is located in a place where there is no risk of contamination from pollutants, etc</p> <p>C) Water storage tanks are installed to prevent contamination from the outside and have a lock.</p>		
14	<p><b>(Waste water and waste treatment facility)</b></p> <p>A) In case there is any change after obtaining approval that the waste water treatment facility and waste treatment facility meet the relevant provision of the 'Water Quality and Aquatic Ecosystem Conservation Act' and 'Waste Control Act', respectively, necessary measures are taken such as reporting</p>		

	the changes to the relevant authorities. B) If waste treatment facility is not installed, there are evidentiary documents that prove that wastes are entrusted to a waste disposal company or used as compost.		
15	<b>(Slaughter inspection room)</b> The work area has a dressed meat inspection table and an internal organ inspection table for each line that hangs carcass. It is located in a manner that is convenient for inspectors to inspect or structured in a way that inspection location can be operated automatically.		
16	<b>(Inspection room)</b> The inspection room is installed in a manner that inspector's office and laboratory are divided. The inspector's office is equipped with file cabinets, closets, shoe racks and inspection equipment boxes. The laboratory is equipped with cold and hot water-supply facility.		
17	<b>(Disinfectant preparation room)</b> The floor of the disinfection preparation room is constructed with water-resistant materials, and there are equipment and chemicals necessary for disinfection.		
<b>B. Facility and Equipment Management</b>			
<b>1) Standards for management of facilities and refrigeration and freezing equipment</b>			
18	<b>(Standard)</b> Management standard for slaughtering facilities, refrigeration and refrigeration facilities, and sanitary control facilities and equipment are prepared and kept.		
19	<b>(Maintenance)</b> A) The maintenance and repair plan is established and regularly managed, and such details are recorded. B) The standard is revised if any changes are made or as required by the self-evaluation results.		
<b>2) Record Review and On-site Observation</b>			
20	<b>(Holding area)</b> There is a drop-off facility for unloading livestock and a shower facility for washing livestock, and a drinking water supply facility for the livestock. And they are working properly.		
21	<b>(A place for antemortem inspection)</b> It has necessary equipment convenient for antemortem inspection such as restraining frame, lighting system (not less than 220 lux), etc.		
22	<b>(Equipment for work area)</b> A) There is an electric saw for cutting carcass and a washing		

	device for dressed meat. B) The slaughterhouse must have an equipment that allows sufficient bleeding while hanging. In case the blood is provided for human consumption, there is a separate facility for hygienic treatment of the blood. C) A stainless steel internal organ treatment unit, an internal organ transportation unit and a water tank for washing are installed inside the internal organ treatment area. D) Work lines are equipped with facilities that supply hot water (83℃ and above) at regular intervals which enable the disinfection of knives used for dissecting and inspection. F) Machines and instruments that come into direct contact with carcass are easy to clean and disinfect and installed with anti-corrosive materials. G) The I-beam in the work area or refrigerator or freezer enables batch work and connected to the loading lift of the meat transport vehicle. It is installed so that the carcass does not touch the floor or wall when hanging.		
23	<b>(Refrigerator and freezer)</b> A) The refrigerator and freezer have a thermometer installed outside so the temperature can be checked without opening the door. B) The suspension facilities inside the refrigerator and freezer are installed at intervals where carcasses do not touch each other.		
24	<b>(Washing and disinfection facility for livestock transport vehicles)</b> The washing and disinfecting facility for livestock transport vehicle is installed in a location where the vehicles can be washed and disinfected after unloading livestock.		
<b>C. Sanitary Control (Sanitary work and employee hygiene)</b>			
<b>1) Sanitary Control Standard</b>			
25	<b>(Standard)</b> The sanitary control standard include the following details and kept available. A) Places to clean and cleaning cycle B) Cleaning method and chemicals and tools used for cleaning C) Evaluation method of cleaning conditions D) Management of employees' health conditions E) Specification of work clothes and instructions on how to wear the work clothes F) Disinfectants for disinfection tank, inspection frequency and inspection method of the disinfection tank G) Managements details such as handling and using chemicals used		

	in the work area		
<b>26</b>	<b>(Revision)</b> The standard is revised if any changes are made or as required by the result of the re-evaluation.		
<b>2) Record Review and On-site Observation</b>			
<b>27</b>	<b>(Cleaning condition of the direct contact area)</b> The surfaces of equipment and instruments that come into direct contact with carcass (including edible by-product) are kept clean.		
<b>28</b>	<b>(Cleaning condition of the in-direct contact area)</b> The surfaces of facilities, equipment and instruments that do not come into direct contact with carcass (including edible by-product) are kept clean.		
<b>29</b>	<b>(Containers for non-edibles)</b> The containers for treating or handling non-edible products used are used separately and kept clean to prevent cross-contamination.		
<b>30</b>	<b>(Chemicals)</b> A) Cleaning agents, disinfectants and other chemical substances used in the work area are handled, used and stored safely. B) Sterilizing and disinfecting agents used in livestock products such as carcass for the purpose of reducing microbial contamination are permitted to be used in foods.		
<b>31</b>	<b>(Fecal contamination)</b> The employees ensure that the carcasses are not contaminated with feces or the contents of the intestine during slaughtering and processing.		
<b>32</b>	<b>(Slaughtering sanitation)</b> A) The slaughtering and treatment is carried out while the carcasses are hung or in a condition where the livestock are not in touching the floor? B) Meats are transported hygienically so they do not touch walls, floors, etc.		
<b>33</b>	<b>(Treating edible by-product)</b> A) The liver, which will be used for consumption, is collected separately from other organs and treated hygienically while not letting it touch the floor and inner walls, etc. And it is stored and transported into a sanitary container. B) The stomach, small intestine and large intestine, which will be used for consumption, are collected separately from other organs and handled hygienically while not letting them touch the floor and inner walls, etc. They are cleaned until the contents are not visible and stored and transported in a sanitary container. C) If blood is intended to be used for consumption, it is collected		

	and treated hygienically and stored and transported in a sanitary container. D) Other by-products, which will be used for consumption, are treated hygienically while not letting them touch the floor and inner walls, etc. and then put in a sanitary container.		
<b>34</b>	<b>(Treating non-edible by-product)</b> Non-edible by-product are treated and managed hygienically to keep pests and rats, etc. away and prevent cross-contamination.		
<b>35</b>	<b>(Management of employees' health )</b> Measures are being taken regarding employees who are likely have a negative impact on the product due to physical illness.		
<b>D. Inspection Management</b>			
<b>1) Inspection Management Standard</b>			
<b>36</b>	<b>(Standard)</b> The inspection management standard is prepared to include the following matters and kept available. A) Inspection object (type) and application procedure B) Slaughter serial number and the date of slaughter C) Inspection number and inspection sample name D) Date of reception and inspection E) Inspection item, inspection criteria and inspection result F) Results used for making a decision and date of decision G) Signature of the inspector and the person in charge of making a decision H) Sampling method I) Notification method of test results J) Other requirements		
<b>37</b>	<b>(Revision)</b> The standard is revised if any changes are made or as required by the result of the re-evaluation.		
<b>2) Record Review and On-Site Observation</b>			
<b>38</b>	<b>(Deciding results)</b> A) The designated inspector conducts the inspection and prepare the inspection records according to the inspection standard. B) The person responsible for making the final decision verifies the test results prepared by the inspector in accordance with the decision criteria.		
<b>39</b>	<b>(Sampling)</b> When conducting sampling for inspection, samples are collected so that they are not contaminated or deteriorated according to the established standard.		
<b>40</b>	<b>(Supply management)</b>		



	The supplies required for inspection such as badges and reagents, etc. recorded and managed in the supply management register.		
<b>41</b>	<b>(Calibration)</b> Facilities and equipment that require calibration are calibrated and recorded in accordance with the standard		
<b>42</b>	<b>(Improvement measures)</b> If the results are found to be non-conforming, appropriate improvement measures, such as finding cause and establishing measures to prevent recurrence, are taken and records are kept.		
<b>43</b>	<b>(Verification)</b> The outcomes of the improvement measures for deviation are verified by on-site observation or document review.		
<b>E. Terms of Compliances for Operator</b>			
<b>44</b>	<b>(Instructional compliance for inspector)</b> A) Work is preceded according to the work instructions of the inspector. B) The work instruction order by inspector such as improvement measure is carried out diligently. C) Deviations, improvement results and E. coli test results, etc. are reported to the inspector faithfully. D) If it is deemed difficult to correct or supplement the instructions immediately, necessary measures such as suspending the work until it is corrected or supplemented are taken.		
<b>45</b>	<b>(Animal welfare)</b> Do not use electric rods or put any physical impact to get livestock to be unloaded from transport vehicle or moved to other facilities in the slaughterhouse.		
<b>F. Education and Training</b>			
<b>46</b>	A) The operator has established and operated a hygiene education plan for employees. B) Regular education and training are conducted regularly on handling precautions for storage and transportation of slaughtering livestock and carcass (including edible by-product) for transportation and storage management employees. C) Inspection education and training are regularly conducted for employees involved in inspection.		
<b>G. Development and Maintenance and Revision of Self-sanitary Management Standard</b>			
<b>47</b>	<b>(Sanitary management standard before and during work)</b> A) The self-sanitary management standard prepared and kept available. It may be substituted with facility or business sanitary		

	management standard prescribed by the Livestock Products Sanitary Control Act. B) The management procedure for water condensation is established, if there is an area or a process where condensation of water can occur.		
<b>48</b>	<b>(Monitoring procedure)</b> A) Monitoring procedures for compliance with hygiene control by the employees prior to and during the work and for water condensation are established. B) Frequency of monitoring and the person in charge are designated.		
<b>49</b>	<b>(Procedure for improvement measures)</b> The improvement procedure used in case of deviation includes the following. (1) Improvement of hygiene condition, (2) Preventive measures against recurrence, (3) Appropriate treatment of products that may be contaminated, etc.		
<b>50</b>	<b>(Verification procedure)</b> A) Verification procedures are established to verify whether the employees' compliance with self-hygiene management, monitoring activities and improvement measures, etc. are properly implemented. (B) Frequency of verification and person in charge are designated.		
<b>51</b>	<b>(Revision)</b> A) The business operator regularly evaluates whether the self-hygiene standard operating procedure (SSOP) is operated as intended. B) The standard is revised if any changes are made or as required by the re-evaluation results.		
<b>H. Record Review and On-Site Observation</b>			
<b>52</b>	<b>(Compliance with hygiene standard prior to or during work)</b> A) All employees follow the hygiene control procedure prior to or during work. (1) A person, such as an employee, who enters the work area shall wash his/her hands when entering the work area (2) Employees shall not enter the work area in sanitary clothing, and shall take off their apron and gloves when going to the bathroom during work (3) Employees shall wash and disinfect their hands, arms, gloves, aprons and boots, etc. frequently during the work process. (4) In order to prevent contamination with dressed meat, employees shall wash and disinfect tools used for work, such as knives, devices and saws with hot water of 83℃ and		

	above. B) Employees remove or manage condensation water in compliance with the water condensation management procedure.		
53	<b>(Monitoring activities)</b> The person in charge of monitoring performs and records the hygiene control monitoring before and during work at the set frequency according to the procedure everyday.		
54	<b>(Improvement measure)</b> A) In case of nonconformities during implementing the self-hygiene standard operating procedure (SSOP), improvement measures are taken according to the procedure. B) The results of improvement measures including the following are recorded. (1) Improvement of sanitary condition, (2) Measures to prevent recurrence, (3) Appropriate treatment of carcass (including edible by-product) that may be contaminated, etc.		
55	<b>(Verification)</b> The business operator checks whether the result of improvement measures for SSOP, monitoring activities and deviations are supplemented by on-site observation and document review.		
56	<b>(Keeping records)</b> A) The date and time of the inspection, details of the on-site inspection (numerical inputs), signatures of the preparers and verifiers (including the final document reviewer), etc. are recorded in the sanitary control checklist for prior to and during work prepared in accordance with SSOP or procedure. B) The person in charge of monitoring documents the records on the matters performed on-site such as monitoring inspection, etc. on-site.		
57	<b>(Storage)</b> The inspection log of the self-hygiene standard is kept for at least six months from the date of final entry.		
Comprehensive Evaluation		(      %)	
Unsatisfactory list	※ Fill out the unsatisfactory lists in detail for the item		
※ Criteria ① Each item shall be 5 points. ② 5 points (good): Consistent on-site implementation and record keeping according to appropriate standards. ③ 3 points (average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and			

document. Mistakes shall not be repeated and shall not affect safety.
④ 1 point (Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping.
⑤ 0 point (Fail): No detailed standards are set, site performance and records are not managed. This includes legal violations.
⑥ Points that are 85% or more of the full points are deemed as pass. Points between 70% or more and 85% or less of the full points need to be supplemented. Points below 70% of the full points are deemed as fail.
⑦ If it is more than 85% of the evaluation result – corrective/supplementary measures shall be taken. If it is less than 85%, it is considered fail.

### C. Evaluation Worksheet (Poultry such as chickens and ducks)

Items Rank	Evaluation Contents	Score	Remarks
<b>A. Worksite management</b>			
<b>1) Worksite Management Standard</b>			
<b>1</b>	<b>(Standard)</b> A) Worksite management standard is prepared and available. However, it may be substituted with facility standards for each type of business prescribed by the Livestock Products Sanitary Control Act. B) Even when the Act, etc. under A) are available, the management standards shall include the following matters. (1) Management of the worksite maintenance (2) Management of the outsiders' access (3) Pest control Management (4) Water management (if underground water is used) (5) Management of the waste and waste water treatment facility		
	<b>(Maintenance)</b> A) The maintenance plan is established and regularly managed, and such details are recorded. B) The standard is revised if any changes are made or when the revision is required as a result of the re-evaluation.		
<b>2) Record Review and On-site Observation</b>			
<b>3</b>	<b>(Changes in facilities)</b> A) There are a receiving area, a slaughter and blood discharge area, a work area, an inspection room, a disinfection preparation room, a waste water treatment facility, a waste disposal facility, a place to wash and disinfect livestock transport vehicle, a changing room, a bathroom, a rest room, etc. at the slaughterhouse. B) In case there is a change in facilities or equipment, etc. the change has been granted by or reported to the licensing authority.		
	<b>(Environment)</b> A) The driveway, parking lot and the road between the buildings are paved. B) There is a blocking facility such as fences so that the inside of the slaughterhouse could not be visible from the outside. C) The work area is equipped and managed to prevent insects and rats, etc. from getting in and inhabiting inside and out side of the		

	work area. D) There is an access control of the worksite to keep the outsiders from entering E) The floors of the holding area, slaughter and blood discharge area and the work area are made of water-resistant, sturdy materials such as concrete, stone, etc. to prevent sliding and maintain an one-hundredth of slope to ensure good drainage.		
<b>5</b>	<b>Holding area</b> The holding area is installed in the slaughter house as an open structure connected to the poultry input line, and is sufficiently large enough accommodate poultry transport vehicles or poultry transport containers.		
<b>6</b>	<b>(Slaughter and blood discharge area)</b> The slaughter and blood discharge area is installed separate from the work site, and the line from the blood discharge plate to the scalding facility of the work site is installed long enough for sufficient blood discharge of carcass.		
<b>7</b>	<b>(Work area)</b> A) The work area is divided into a scalding facility, a plucking facility, a fine-hair removal facility, a facility to remove internal organs, a carcass cutter and a cooling facility in a way that assembly work is possible. B) The edge between the floor and the wall, and between the walls not more than 1.5m from the floor is curve, and constructed with tiles, concrete, or similar materials for easy work and cleaning. C) The ceiling of the work area is made of water-resistant material to prevent foreign matters or dust, etc. from adhering to it. D) The entrance of the work area structured to control the entrance of the visitors, and installed with automatic or semi-automatic doors. E) The windows of the work area are equipped with insect screen.		
	<b>(Drain)</b> The drain is made by a culvert, and trap (U-tube) is installed to prevent backflow of odors. The cover of the drain located inside is installed with an anti-corrosive material, with the upper opening and closing method, and the holes in the cover shall be small enough to prevent rats, etc. from getting in.		
<b>9</b>	<b>(Ventilation)</b> Ventilation facilities are sufficient to ventilate odors, harmful gases, fumes, steam, etc. and can manage condensed water properly.		
<b>10</b>	<b>(Lighting)</b>		

	The work area use the natural lighting or artificial lighting device to facilitate work and inspection. The brightness is 220lux or more (more than 540lux for the inspection area), and safety devices such as a protective net are installed to prevent contamination of meat in case of rupture.		
11	<b>(Restroom, Changing room)</b> A) The restroom is located in a place that does not affect the work area and equipped with washing facility and pest control facility. The faucet is installed in a semi-automatic or automatic structure to prevent contamination. B) The changing room is divided and installed adjacent to the work area and has a locker for each employee to store clothes and shoes, etc. and is managed to prevent cross-contamination.		
12	<b>(Water)</b> A) If <b>underground water</b> is used in addition to tap water, it is equipped with facilities to produce water that meets drinking water quality standards. Regular water quality tests are conducted regularly and their records are kept. B) The water intake source that uses underground water is located in a place where there is no risk of contamination from pollutants, etc. C) Water storage tanks are installed to prevent contamination from the outside and have a lock.		
13	<b>(Waste water and waste treatment facility)</b> A) In case there is any change after obtaining approval that the waste water treatment facility and waste treatment facility meet the relevant provision of the 'Water Quality and Aquatic Ecosystem Conservation Act' and 'Waste Control Act', respectively, necessary measures are taken such as reporting the changes to the relevant authorities. B) If waste treatment facility is not installed, there are evidentiary documents that prove that wastes are entrusted to a waste disposal company or used as compost.		
14	<b>(Slaughter inspection room)</b> A slaughter inspection table is installed for each internal organ extraction line so that carcass and internal organs can be checked during slaughter inspection (dismantlement inspection). A flushing facility is installed where it is easily accessible.		
15	<b>(Inspection room)</b> The inspection room is equipped with instruments and equipment necessary for inspection, such as an thermometer with probe and sampling device, etc., an anatomy set, a stethoscope, an instrument		

	storage box, and a refrigerator, etc. It is also equipped with cold and hot water supply facility.		
16	<b>(Disinfection preparation room)</b> The floor of the disinfection preparation room is constructed with water-resistant materials, and there are equipment and chemicals necessary for disinfection.		
<b>B. Facility and Equipment Management</b>			
<b>1) Standards for management of facilities and refrigeration and freezing equipment</b>			
17	<b>(Standard)</b> Management standard for slaughtering facilities, refrigeration and refrigeration facilities, and sanitary control facilities and equipment are prepared and kept.		
18	<b>(Maintenance)</b> A) The maintenance and repair plan is established and regularly managed, and such details are recorded. B) The standard is revised if any changes are made or as required by the re-evaluation results.		
<b>2) Record Review and On-site Observation</b>			
19	<b>(Holding area)</b> The holding area is equipped with light shade, air blower and water spraying facilities.		
20	<b>(Antemortem inspection stand)</b> The antemortem inspection stand is set up next to the slaughterhouse, and the lighting system is at least 220lux bright.		
21	<b>(Work area)</b> A) A scalding facility is installed with conveyor-type continuous scalding crate or automatic scalding device. B) The defeathering facility is installed with conveyor-type, mobile or automatic defeathering device. C) The internal organ extraction facility is installed with conveyor-type transport machinery or workstation, and has sufficient water supply facility. D) The cooling facility is equipped with a cold wind, water or ice water cooling system. E) Internal organ treatment facility is installed with sufficient area, and has internal organ treatment stand. F) The work line is equipped with a facility that supply hot water (83℃ or higher) at regular intervals so that knives used for dismantling and inspection could be disinfected. G) Machines and equipment that come into direct contact with carcass are installed with anti-corrosive materials that are easy to		

	clean and disinfect.		
<b>22</b>	<b>(Refrigerator and freezer)</b> The refrigerator and freezer have a thermometer installed outside so the temperature can be checked without opening the door.		
<b>23</b>	<b>(Washing and disinfection facility for livestock transport vehicles)</b> The washing and disinfecting facility for livestock transport vehicle is installed in a location where the vehicles can be washed and disinfected after unloading livestock.		
<b>C. Sanitary Control (Sanitary work and employee hygiene)</b>			
<b>1) Sanitary Control Standard</b>			
<b>24</b>	<b>(Standard)</b> The sanitary control standard include the following details and kept available. A) Places to clean and cleaning cycle B) Cleaning method and chemicals and tools used for cleaning C) Evaluation method of cleaning conditions D) Management of employees' health conditions E) Specification of work clothes and instructions on how to wear the work clothes F) Disinfectants, inspection frequency and inspection method of the disinfection tank G) Managements details such as handling and using chemicals used in the work area		
<b>25</b>	<b>(Revision)</b> The standard is revised if any changes are made or as required by the result of the re-evaluation.		
<b>2) Record Review and On-site Observation</b>			
<b>26</b>	<b>(Cleaning condition of the direct contact area)</b> The surfaces of equipment and instruments that come into direct contact with carcass (including edible by-product) are kept clean.		
<b>27</b>	<b>(Cleaning condition of the in-direct contact area)</b> The surfaces of facilities, equipment and instruments that do not come into direct contact with carcass (including edible by-product) are kept clean.		
<b>28</b>	<b>(Containers for non-edibles)</b> The containers for treating or handling non-edible products used are used separately and kept clean to prevent cross-contamination.		
<b>29</b>	<b>(Chemicals)</b> A) Cleaning agents, disinfectants and other chemical substances used in the work area are handled, used and stored safely and suitable for their intended use. B) Sterilizing and disinfecting agents used in livestock products		

	such as carcass for the purpose of reducing microbial contamination are permitted to be used in foods. C) Wax, etc. used in the defeathering process are products that have been verified for their safe use in foods (for ducks only)		
<b>30</b>	<b>(Fecal contamination)</b> The employees ensure that the carcasses are not contaminated with feces or the contents of the intestine during slaughtering and processing.		
<b>31</b>	<b>(Slaughtering sanitation)</b> A) According to the weight of the carcass, poultry meat is cooled to 5℃ or below within the time specified in the 'Livestock Products Sanitary Control Act.' In case of packaging, this temperature is maintained until packaging. B) In the case of poultry meat, the moisture absorption rate and moisture content rate are minimized when packing the meat. In such cases, the acceptable standard for allowing weight increase after cooling and washing applied to meat that is packaged frozen or refrigerated may be applied. C) The temperature of poultry taken out of the slaughterhouse is kept below 5℃, and the core temperature is kept below 2℃ when packaging. D) Edible ice is used for ice water cooling and it is handled and stored in a hygienic manner.		
<b>32</b>	<b>(Treating edible by-product)</b> Edible by-products are treated hygienically so that they do not come into contact with the floor, inner walls, etc., and then put in a sanitary container.		
<b>33</b>	<b>(Treating non-edible by-product)</b> Non-edible by-product are treated and managed hygienically to keep pests and rats, etc. away and prevent cross-contamination.		
<b>34</b>	<b>(Management of employees' health )</b> Measures are being taken regarding employees who are likely have a negative impact on the product due to physical illness.		
<b>D. Inspection Management</b>			
<b>1) Inspection Management Standard and Procedure</b>			
<b>35</b>	<b>(Standard)</b> The inspection management standard is prepared to include the following matters and kept available. A) Inspection object (type) and application procedure B) Slaughter serial number and the date of slaughter C) Inspection number and inspection sample name		

	D) Date of reception and inspection E) Inspection item, inspection criteria and inspection result F) Results used for making a decision and date of decision G) Signature of the inspector and the person in charge of making a decision H) Sampling method I) Notification method of test results J) Other requirements		
36	<b>(Revision)</b> The standard is revised if any changes are made or as required by the result of the re-evaluation.		
<b>2) Record Review and On-Site Observation</b>			
37	<b>(Deciding results)</b> A) The designated inspector conducts the inspection and prepare the inspection records according to the inspection standard. B) The person responsible for making the final decision verifies the test results prepared by the inspector in accordance with the decision criteria.		
38	<b>(Sampling)</b> When conducting sampling for inspection, samples are collected so that they are not contaminated or deteriorated according to the established standard.		
39	<b>(Supply management)</b> The supplies required for inspection such as inspection medium and reagents, etc. recorded and managed in the supply management record.		
40	<b>(Calibration)</b> Facilities and equipment that require calibration are calibrated and recorded in accordance with the standard.		
41	<b>(Improvement measures)</b> If the results are found to be non-conforming, appropriate improvement measures, such as finding cause and establishing measures to prevent recurrence, are taken and records are kept.		
42	<b>(Verification)</b> The outcomes of the improvement measures for deviation are verified by on-site observation or document review.		
<b>E. Terms of Compliances for Operator</b>			
43	<b>(Instructional compliance for inspector)</b> A) Work is preceeded according to the work instructions of the inspector or the veterinarian in charge. B) The work instruction ordered by the inspector or veterinarian in charge is carried out faithfully.		

	C) Deviations, improvement results and E. coli test results, etc. are reported to the inspector or veterinarian in charge faithfully. D) If it is deemed difficult to correct or supplement the instructions immediately, necessary measures such as suspending the work until it is corrected or supplemented are taken.		
44	<b>(Animal welfare)</b> Livestock intended for slaughtering are handed humanely so as not to injure them when they are unloaded from or held on transport vehicle.		
<b>F. Education and Training</b>			
45	A) The operator has established and operated a hygiene education plan for employees. B) Regular education and training are conducted regularly on handling precautions for storage and transportation of slaughtering livestock and carcass (including edible by-product) for transportation and storage management employees. C) Inspection education and training are regularly conducted for employees involved in inspection.		
<b>G. Development and Maintenance and Revision of Self-sanitary Management Standard</b>			
46	<b>(Sanitary management standard before and during work)</b> A) The self-sanitary management standard prepared and kept available. It may be substituted with facility or business sanitary management standard prescribed by the Livestock Products Sanitary Control Act. B) The management procedure for water condensation is established, if there is an area or a process where condensation of water can occur.		
47	<b>(Monitoring procedure)</b> A) Monitoring procedures for compliance with hygiene control by the employees prior to and during the work and for water condensation are established. B) Frequency of monitoring and the person in charge are designated.		
48	<b>(Procedure for improvement measures)</b> The improvement procedure used in case of deviation includes the following. (1) Improvement of hygiene condition, (2) Preventive measures against recurrence, (3) Appropriate treatment of products that may be contaminated, etc.		

49	<b>(Verification procedure)</b> A) Verification procedures are established to verify whether the employees' compliance with self-hygiene management, monitoring activities and improvement measures, etc. are properly implemented. (B) Frequency of verification and person in charge are designated.		
50	<b>(Revision)</b> A) The business operator regularly evaluates whether the self-hygiene standard operating procedure (SSOP) is operated as intended. B) The standard is revised if any changes are made or as required by the re-evaluation results.		
<b>H. Record Review and On-Site Observation</b>			
51	<b>(Compliance with hygiene standard prior to or during work)</b> A) All employees follow the hygiene control procedure prior to or during work. (1) A person, such as an employee, who enters the work area shall wash his/her hands when entering the work area. (2) Employees shall not enter the work area in sanitary clothing, and shall take off their apron and gloves when going to the bathroom during work. (3) Employees shall wash and disinfect their hands, arms, gloves, aprons and boots, etc. frequently during the work process. (4) In order to prevent contamination with dressed meat, employees shall wash and disinfect tools used for work, such as knives, devices and saws with hot water of 83℃ and above. B) Employees remove or manage condensation water in compliance with the water condensation management procedure.		
52	<b>(Monitoring activities)</b> The person in charge of monitoring performs and records the hygiene control monitoring before and during work at the set frequency according to the procedure everyday.		
53	<b>(Improvement measure)</b> A) In case of nonconformities during implementing the self-hygiene standard operating procedure (SSOP), improvement measures are taken according to the procedure. B) The results of improvement measures including the following are recorded. (1) Improvement of sanitary condition, (2) Measures to prevent recurrence, (3) Appropriate treatment of carcass (including edible by-product) that may be contaminated, etc.		
54	<b>(Verification)</b> The business operator checks whether the result of improvement measures for SSOP, monitoring activities and deviations are supplemented by on-site observation and document review.		

55	<b>(Keeping records)</b> A) The date and time of the inspection, details of the on-site inspection (numerical inputs), signatures of the preparers and verifiers (including the final document reviewer), etc. are recorded in the sanitary control checklist for prior to and during work prepared in accordance with SSOP or procedure. B) The person in charge of monitoring documents the records on the matters performed on-site such as monitoring inspection, etc. on-site.		
56	<b>(Storage)</b> The inspection log of the self-hygiene standard is kept for at least six months from the date of final entry.		
Comprehensive Evaluation		(      %)	
Unsatisfactory list	※ Fill out the unsatisfactory lists in detail for the item		
<div>※ Criteria</div> <div>① Each item shall be 5 points.</div> <div>② 5 points (good): Consistent on-site implementation and record keeping according to appropriate standards.</div> <div>③ 3 points (average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and document. Mistakes shall not be repeated and shall not affect safety.</div> <div>④ 1 point (Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping.</div> <div>⑤ 0 point (Fail): No detailed standards are set, site performance and records are not managed. This includes legal violations.</div> <div>⑥ Points that are 85% or more of the full points are deemed as pass. Points between 70% or more and 85% or less of the full points need to be supplemented. Points below 70% of the full points are deemed as fail.</div> <div>⑦ If it is more than 85% of the evaluation result – corrective/supplementary measures shall be taken. If it is less than 85%, it is considered fail.</div>			

1-12. Certification Evaluation and Follow-ups (Milk collection business)

B. Evaluation Worksheet

A. Current Status

Milk Collection Business	① Business License Number		② Business Permit Date	
	③ Name of Business		④ Phone number	
	⑤ Address			
	⑥ Name of Representative		⑦ Date of Birth	
	⑧ Type of Raw Milk			
Manager	⑨ Title		⑩ Name	
Type of Facility and Surface Area (m²)	⑪ Raw Milk Handling Room		⑫ Examination Room	
	⑬ CIP Facility		⑭ Sanitary and Convenience Facility	
	⑮ Other		⑯ Total	
⑰ Status of Milk Collecting Vehicles				
⑱ Number of Employees (Person)				



Items	Evaluation Contents	Score	Remarks
<b>Facility Management of Milk Collection Station</b>			
1	The surrounding environment is free from exhaust fumes, dust and odors, and is isolated from other facilities for other purposes for hygienic reception and storage of raw milk.		
2	Parking lots, roads, etc. are paved to prevent dust and drainage is installed.		
3	The station is compartmentalized and managed suitable to work such as raw milk handling room and examination room.		
4	Raw milk handling room is equipped with equipment and tools necessary for reception of milk and storage such as milk storage tank and milk pump.		
5	The floor of the raw milk handling room is made of water-resistant materials such as tiles, concrete and stones, etc., and structured to be convenient for cleaning and drainage.		
6	If there are inner walls in the raw milk handling room, it is made of water-resistant materials and easy to clean.		
7	The windows of the raw milk handling room are equipped with insect control screen, and the drainage is equipped to prevent rats, etc. from entering.		
8	The ceiling of the raw milk handling room is made of water-resistant materials that are easy to clean, so that foreign matters and dust do not adhere to it.		
9	Snow and rain shields are installed at the sites for milk collection and receiving and releasing of transporting vehicles.		
10	The entrance of the raw milk handling room is retractable. And a disinfection tank installed at the entrance.		
11	The raw milk handling room has enough light or lighting fixtures and is equipped with ventilation.		
12	The raw milk handling room is equipped with hygienic washing, disinfection and water supply facilities at a convenient location for use.		
13	It has a dressing room and a rest room with enough area for employees to use and is equipped with water-washing facility.		
14	It is equipped with facilities to supply tap water or underground water that meets the standards for quality tests of drinking water under the 『Drinking Water Management Act』.		

Items	Evaluation Contents	Score	Remarks
15	Water storage tank and pipes are made of materials that are not harmful to the human body, and they are installed with locks to prevent contaminants from entering from outside.		
16	For water or tap water used for facilities (including milk collecting facilities for milk collecting vehicles), equipment and containers that are directly in contact with raw milk and for hand washing, etc., suitable underground water which is tested in accordance with the standards for quality tests of drinking water under the 『Drinking Water Management Act』 is used.		
17	The sewers are either a culvert type or a type that opens and closes at the top, and equipped with a backflow prevention system.		
18	The bathroom is located where it does not affect the work. It is equipped with washing, hand drying and disinfection facilities that can be used without using hands, and it maintains proper ventilation and cleanliness.		
19	The floor, walls and ceiling of the bathroom are made of water-resistant materials such as tiles and concrete, etc., and are equipped with pest control equipment.		
20	Waste water treatment facility that comply with the 『Water Environment Conservation Act』 is installed, or water waste is legitimately disposed through an outsourcing service, etc.		
21	It is equipped with a storage facility for storing machinery and tools necessary for collecting raw milk. And equipment and facilities (Cleaning in place, CIP) for cleaning and disinfecting raw milk collection tank and milk silo, etc. are installed.		
22	The equipment (including the milk collecting equipment in the milk collection vehicles) are not to be used for any purpose other than collecting milk.		
23	The parts that come into direct contact with raw milk are made with materials that are not harmful to the human body and do not corrode, such as stainless steel, and are easy to clean, disassemble and assemble.		

Items	Evaluation Contents	Score	Remarks
24	The equipment (including the milk collecting equipment in the milk collection vehicles) are regularly inspected to ensure that do not cause problems to the operation, and inspection and maintenance records are kept.		
25	If there is any improvement in safety, proper measures such as identifying the cause are taken and recorded.		
26	The structure and function of cooling and refrigeration facilities can effectively accommodate raw milk and there is no risk of contamination (only if applicable)		
27	The milk silo has a lid and is structured for easy cooling and maintaining coolness so raw milk can be stored for more than 8 hours.		
28	The milk silo is equipped with an automatic temperature recording device or a device that can see the internal temperature from the outside and can record the temperature.		
29	The management standard for milk collection facility has been prepared and applied.		

Items	Evaluation Contents	Score	Remarks
<b>Sanitary Management</b>			
30	The equipment and containers used for raw milk collection (for milk reception and storage) are kept separate and clean.		
31	The cooling tank, inspection tools, hoses for milking, etc. of the milk collecting vehicle are cleaned and disinfected to maintain cleanliness.		
32	The employees in the work area are wearing sanitary clothes, sanitary cap and sanitary boots. Their hygienic conditions are checked before engaging in work.		
33	The employees are receiving regular medical checkups. And measures are being taken against employees who may cause harm to raw milk or other employees.		
34	Those who handle raw milk directly are managing their personal hygiene by washing and disinfecting their hands frequently during work.		
35	It established its own hygiene training and regularly conducts training for employees engaged in business operation.		
36	<p>The sanitary management standard is prepared and operated with the following details.</p> <ul style="list-style-type: none"> <li>(1) Washing/disinfection place or site</li> <li>(2) Washing/disinfection method and cycle</li> <li>(3) Directions on how to use detergents, disinfectants and tools</li> <li>(4) Dress specifications and instructions on how to wear them</li> <li>(5) Hand washing and disinfection methods for employees</li> <li>(6) Precautions for hygiene during work</li> <li>(7) Method of evaluating cleaning and disinfecting condition</li> <li>(8) Management of employees' health conditions</li> <li>(9) Management method of detergents and disinfectants</li> <li>(10) Other necessary matters</li> </ul>		

Items	Evaluation Contents	Score	Remarks
<b>Management of Storage and Transportation</b>			
37	When raw milk received at the milk collection station, the raw milk reception register is recorded for each milk collection vehicle. - Raw milk temperature : 10°C or lower - Check the records of the raw milk collection farm		
38	Work is being proceeded in a manner that minimizes contamination.		
39	When raw milk is received at the collection station, it is taken out by first-in, first-out basis or by setting a receiving/shipping criteria for each use purpose.		
40	Returned raw milk is properly treated and the records are kept.		
41	When raw milk is stored in a milk silo, it is stored at an appropriate temperature (7°C or below).		
42	Nonconforming raw milk is promptly treated in accordance with the relevant regulations, and its details and the measures taken are recorded.		
43	In case any problem occurs while raw milk is stored in the milk silo, its detail and the measures taken are recorded.		
44	Non-edible chemicals are labeled and kept isolated with locking device to prevent it from contaminating raw milk handling areas.		
45	The storage and transportation management standard is prepared and operated with the following details. (1) Checking method of milk reception date, rate of flow and inspection record (2) Management methods for milk silo and cooling tank of milk collection (transport) vehicle (3) Management methods for receiving/shipping of raw milk (4) Treatment method of nonconforming products as a result of inspection (5) Measures to prevent cross-contamination when handling (6) Other matters necessary for storage and transportation management		
46	In order to properly store raw milk, the cooling tank of milk collection (transport) vehicle is designed and managed to meet the following conditions. (1) It makes complete drainage possible and can prevent contamination of raw milk. (2) It is washable and can be disinfected if necessary. (3) It maintains the refrigeration temperature.		

Items	Evaluation Contents	Score	Remarks
<b>Management of Inspection</b>			
47	Equipment, instruments and reagents necessary for raw milk inspection are available.		
48	Milk collection vehicles are equipped with tools and materials for raw milk inspection before milk collection.		
49	The inspection room is equipped with a natural lighting or artificial lighting system (220lux, 540lux or higher is recommended for inspection area) and ventilation.		
50	The inspection room is equipped with cooling and heating facilities to maintain a constant indoor temperature. And a thermometer and a humidity meter are attached.		
51	Facilities and equipment are regularly inspected and maintained so they do not interfere with the inspection, and inspection and maintenance records are kept.		
52	Raw milk inspection is carried in accordance with the Annex 4 of the Enforcement Regulation of the Livestock Products Sanitary Control Act and inspection records are prepared and kept. - Sanitary inspection of raw milk ▸ Inspection before milk collection ▸ Laboratory inspection ▸ Cooling temperature of raw milk when collecting at the farmhouse : Check the record - Facility hygiene inspection		
53	When collecting test samples, they are collected in a manner that prevents contamination or deterioration.		
54	Education and training are provided regularly for inspectors.		
55	The inspection standard are prepared and operated with the following details. (1) Date of milk collection and inspection (2) Inspection number (3) Inspection items, inspection standards and inspection results (4) Decision results and date of decision (5) Signature of the inspector and the person in charge of making decision (6) Sampling method (7) Notification method of inspection results (8) Other necessary matters		

# 1-13. Certification Evaluation and Follow-ups (Livestock

breeding business, Breeding business)

## A. Current Status

Items	Evaluation Contents	Score	Remarks
Management of Recovery Program			
56	<p>A voluntary and compulsory recall program is established and operated for nonconforming products. It includes the following matters.</p> <p>(1) Records of raw milk subject to recall</p> <p>- Monitoring records, raw milk inspection records and records on storage, shipping and distribution, etc.</p> <p>(2) Sales route, list of milk processing plants where raw milks are shipped to and their contact information</p> <p>(3) Reason for recall, members and person in charge of recall team</p> <p>(4) Treatment method of recalled raw milk</p> <p>(5) Recall notification method for the suppliers</p> <p>(6) Recall plan and report of results</p>		
Comprehensive Evaluation		(    %)	
Unsatisfactory list	※ Fill out the unsatisfactory lists in detail for the item		
※ Criteria			
① Each item shall be 5 points.			
② 5 points (good): Consistent on-site implementation and record keeping according to appropriate standards.			
③ 3 points (average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and document. Mistakes shall not be repeated and shall not affect safety.			
④ 1 point (Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping.			
⑤ 0 point (Fail): No detailed standards are set, site performance and records are not managed. This includes legal violations.			
⑥ Points that are 85% or more of the full points are deemed as pass. Points between 70% or more and 85% or less of the full points need to be supplemented. Points below 70% of the full points are deemed as fail.			
⑦ If it is more than 85% of the evaluation result – corrective/supplementary measures shall be taken. If it is less than 85%, it is considered fail.			

Applicant		① Livestock Industry Authorization Number (Serial number)		② Permission issued Date		year/month/date	
		③ Farm name		④ Phone number			
		⑤ Farm location					
		⑥ Name of Director		⑦ Date of birth			
		⑧ HACCP-applied industry (breeding)		⑨ Farm identification number			
HACCP Team leader (manager)		⑩ Job Title		⑪ Name			
Breeding Scale	Pig	⑫ Total		⑬ Piglet		⑭ Growing pig-fed pig	
	Cattle	⑰ Total		⑱ Calf		⑲ Young cattle·fattening cattle	
	Chicken·duck	⑳ Total		㉑ Growing		㉒ Egg laying	
				㉓ Egg Laying rate(per day)			
㉔ Management type				㉕ Breeder type			
Surface Area (m²)		㉖ Barn (building)		㉗ Excretory treatment plant		㉘ Feed storage area	
		㉙ Raw milk cooling chamber (Cooler)		㉚ Egg collecting room (processing capacity)		㉛ Egg storage facility (Storage capacity)	
		(m²) Shape Volume					
Facility		㉜ Entrance disinfection facility		㉝ Intake warehouse		㉞ Shower room	
		vehicle person				㉟ Excretory treatment plant	
possession (O/X)						㊱ Wastewater treatment plant	
						㊲ Cage	
						㊳ Others	
㊴ Administrative personnel(person)							
㊵ Other Specifies							

## B. Evaluation Worksheet

Evaluation Contents	Results (0~3point)	Remarks
<b>Farm management</b>		
<b>Farm entrance</b>		
1. Blocking facilities shall be installed at the entrance of the farm to control access, and the exterior of the farm shall be separated and guarded from the outside by fence facilities, fences, etc. However, if there is a natural boundary that can control access, such as altitude differences, streams, or boundary forests, the installation of fence facilities or fences may not be necessary.(0~2 points)		
2. A notice and a quarantine warning shall be installed at the entrance to the farmhouse to inform the restriction of access, procedures, etc.(0~1 point)		
3. Facilities for disinfection of entrants, vehicles and goods coming in from outside shall be installed at the entrance of the farm and operated appropriately.(0~3 points)		
<b>Farm access control</b>		
4. Exclusive clothing and shoes (including disposable protective clothing and shoes) for farm visitors shall be furnished and worn at the time of entry, and the inside of the barn shall be restricted to outsiders (vehicle drivers, outside farm officials, etc.).(0~2 points)		
5. Access records shall be kept at the entrance of the farm, and visitors and vehicles shall be recorded and maintained without omission.(0~2 points)		
<b>Livestock breeding facility</b>		
6. Livestock breeding facilities shall be installed in accordance with the standards for permission and registration of the livestock industry, and shall be a structure in which rainwater does not flow in, and proper ventilation shall be made to discharge harmful gases, etc.(0~4 points)		
7. Livestock breeding facilities shall be managed separately by breeding stage and shall comply with appropriate livestock breeding standards per unit area. (0~2 points)		
8. Livestock breeding facilities shall be equipped with lighting facilities that can check the condition of livestock, etc. and a temperature and humidity system that can check the temperature and humidity of livestock. However, the installation of a thermometer and a humidity meter may be omitted in the case of open livestock farms. (0~2 points)		
9. The entrances to livestock breeding facilities, management offices, warehouses, etc. shall be equipped with shoe sterilizers (where chickens and ducks are raised, whole rooms are installed) and shall be regularly managed, and objects that interfere with the movement shall not be left unattended in the inner passageways. (0~2 points)		
10. Proper management shall be made to prevent animals other than domesticated livestock from entering the livestock breeding facility. In the case of chicken and duck breeding facilities, a blocking network shall be installed. (0~2 points)		

Evaluation Contents	Results (0~3point)	Remarks
<b>Auxiliary facility</b>		
11. The floor and walls of the livestock manure treatment plant are made of impermeable materials, such as waterproof concrete, and shall be installed with non-inflammatory facilities or spill prevention jaws to prevent excrement from being leaked to the outside.(0~2 points)		
<b>Hygienic management</b>		
<b>Disinfection</b>		
12. Facilities or equipment for disinfection of farms and their surroundings shall be installed, and regular disinfection shall be carried out and recorded at least once a week. (0~2 points)		
13. Tools and equipment used on farms shall be cleaned and sterilized and kept hygienically. (0~2 points)		
<b>Insect and pest control</b>		
14. The extermination of pests and rodents in the farm shall be carried out periodically. (0~3 points)		
15. The farm and its surroundings shall be managed to drain well. (0~1 point)		
<b>Salmonella inspection</b>		
16. <i>Salmonella</i> inspection of livestock and breeding facilities (chicken and duck only) shall be conducted at least once a year (chicken and duck at least once a half-yearly) and appropriate measures shall be taken according to the results of the inspection. (0~3 points)		
<b>Waste management</b>		
17. Livestock manure shall be periodically removed in accordance with the livestock structure and shall be recycled or purified in accordance with the Act on the Management and Utilization of Livestock Manure. (0~2 points)		
18. Wastes shall be stored in designated places, disposed of and taken out regularly, and the status of disposal shall be recorded and maintained in the case of waste carcasses. (0 ~2 points)		
<b>Employee education</b>		
19. Sanitary and quarantine education for farm workers (including foreign workers) shall be regularly conducted and the results thereof shall be recorded and maintained. (0~2 points)		
<b>Storage</b>		
20. The rice husks, sawdust, straw litter, etc. used in the barn shall be properly stored and managed. (0~1 point)		
21. Chemicals harmful to humans and livestock shall be stored and handled separately in designated places. (0~1 point)		

Evaluation Contents	Results (0~3point)	Remarks
<b>Breeding management</b>		
<b>Step-by-step management</b>		
22. The management standards for each breeding stage shall be prepared and operated. (0~2 points)		
<b>feed management</b>		
23. Mixed feed shall be fed to HACCP designated plants and shall be managed in the receiving area, such as sensory inspection. In addition, animal medicine additives shall be classified and stored. (0~3 points)		
24. Feed storage facilities, feed storage bins, automatic feeders and transport tools shall be cleaned and disinfected regularly, and feed falling around shall be removed immediately to prevent access to birds and rodents. (0~2 points)		
25. When self-made feeds are fed, the management standards for feed manufacturing and equipment shall be established and complied. Where leftover food is fed to livestock, pasteurization or sterilization shall be done in accordance with the Standards and Specification of Feeds, and the safety of feed shall be verified at least once every half year. (0~2 points)		
<b>Water management</b>		
26. Animal drinking water shall be tap water or underground water that meets the standard for water quality of domestic water under Article 20 of the Groundwater Act, and if underground water is used, regular inspections shall be conducted for once/over 3 years, and the results thereof shall be recorded and maintained. (0~2 points)		
27. Water supply facilities and reservoirs shall be kept clean at all the times and disinfected and managed regularly. (0~2 points)		
<b>Animal medicine(antibiotic, etc.), Animal sanitary aid, agricultural pesticides, etc.(This shall be the “animal medicine, etc.” management</b>		
28. Residual prevention measures for animal medicines, etc. (correct use and recording methods, storage and disposal procedures, residual prevention management, etc.) shall be established and implemented. (0~4 points)		
29. The details of warehousing and forwarding of animal medicines, etc. shall be managed and recorded, and the remaining animal medicines, etc. shall be properly stored and used. (0~3 points)		
<b>Injection management</b>		
30. The injection needle management standards (correct use and recording methods, storage and disposal procedures, management measures for residual injection needle in animal body, etc.) shall be established and implemented. (0~2 points)		

Evaluation Contents	Results (0~3point)	Remarks
<b>Disease control</b>		
31. The management of livestock disease prevention (vaccination, clinical observation, disease examination, reporting of dead or sick livestock, etc.) shall be implemented and recorded in accordance with its own program. (0~3 points)		
32. The internal and external parasite management standards shall be established and implemented at a fixed cycle. (0~2 points)		
33. When sick livestock occur, facilities or space for isolation and treatment shall be provided and properly managed. (0~2 points)		
<b>Carry-in and Shipment Management</b>		
<b>Livestock entry</b>		
34. The details of vaccination, the results of inspection and livestock diseases, etc. and the use of animal medicines, etc. shall be verified at the time of livestock entry, and the results shall be recorded and maintained by isolating them for at least a certain period of time, observing clinical symptoms. (0~3 points)		
<b>Shipment</b>		
35. Management standards for the shipment of livestock and livestock products (including emergency slaughtering, etc.) shall be established and operated (Pre-shipment and shipment compliance, procedures and methods for processing if they are not compliant with the shipment criteria). (0~3 points)		
36. Results shall be recorded and maintained by checking the shipment destination of livestock, feeding period of not adding animal medicines (not less than 30 days for cattle and pigs, not less than 7 days for chickens and ducks), expiration date of medicine-free period, the presence of the injection needle, compliance with the criteria for reducing feed volume before shipment (not less than 12 hours for cows and pigs, not less than 3 hours for chickens and ducks), cleanliness of the body surface, hygiene status of the transport vehicle. (0~3 points)		
37. After shipment, the livestock sheds and shipping facilities shall be cleaned and sterilized, and livestock shall not be enter in the livestock shed for a certain period of time. (0~points)		
38. In the event of an unsuitable case for shipment, appropriate methods such as history management of livestock and livestock products shall be devised to identify the cause or to confirm the case. (0~2 points)		
<b>Raw milk management(Dairy farm only)</b>		
1. The milking room shall be equipped with milking, insect/pest control, ventilation, water supply and flush facilities, and the floor, walls, ceilings, etc. shall be kept clean. (0~3 points)		
2. The milking operator shall observe the sanitary procedures before and after entering the milking room and during the milking process, and the operator(including Helper) shall regularly conduct health examination and keep the results thereof. (0~3 points)		

Evaluation Contents	Results (0~3point)	Remarks
3. The raw milk cooler shall be installed in a separate place/ compartmentalized place from the barn and milking room, and shall have sufficient capacity and proper cooling functions. In addition, the raw milk that has been deposited shall be kept at an appropriate temperature. (0~3 points)		
4. The raw milk cooler and the milking facility shall be cleaned and sterilized periodically by the automatic cleaning program, etc. and the cleaning and sterilizing agents approved for use in food manufacturing facilities shall be used. (0~3 points)		
5. Inspection of raw milk shall be carried out regularly and necessary measures shall be implemented according to the inspection results. (0~3 points)		
<b>Egg management(Chicken and duck farm only)</b>		
1. The egg collecting room shall be equipped with insect/pest control, ventilation, and shoe disinfection tanks, and regularly cleaned and disinfected the egg collecting room and the facilities. (0~3 points)		
2. The eggs shipped shall be first-in, first-out and shall comply with the labelling standards, such as farm distinct number. etc. In addition, shipping destination, compliance with the period not adding animal medicine, hygiene status of the transport vehicle, etc. shall be checked and those results shall be recorded and maintained.(0~4 points)		
3. Collected and selected eggs shall be managed to minimize temperature changes, and standards of proper cleaning methods and storage temperature control shall be established and complied when cleaning eggs. In addition, nonconforming items (such as broken egg) shall be stored at designated storage locations and treated appropriately. (0~3 points)		
4. A regular inspection of eggs (residual inspection of animal medicines, etc. and <i>Salmonella enteritis</i> inspection) shall be conducted and necessary measures shall be taken according to the results of the inspection. (0~4 points)		
5. Egg laying place used in collecting eggs shall be kept and used hygienically. (0~1 point)		
<b>Livestock breeding management(Livestock breeding farm only)</b>		
1. Regular inspection shall be conducted in accordance with the instructions for the quarantine management of the breeding pig/chicken farm and hatchery, and the results thereof shall be kept. (0~3 points)		
2. In the event that a person who runs a livestock business joins another livestock industry (in the case of pigs, pig breeding or semen processing business, in the case of chickens and ducks, hatching business), the breeding facilities shall be operated separately. (0~3 points)		

Evaluation Contents			Results (0~3point)	Remarks
3. The quarantine facilities shall be installed and operated in accordance with the standards for permission and registration of the livestock industry, and shall have a shower room for visitors to change their clothes and wash and sterilize. (0~3 points)				
4. Livestock transaction records shall be recorded and preserved, and when selling breeding pig or hatching egg, a certificate of pedigree and a guarantee shall be issued. (0~3 points)				
5. When selling livestock, the details of vaccination, disease screening, and records of animal medicines, such as antibiotics, shall be issued. (0~3 points)				
Comprehensive evaluation	Total score	<b>&lt;Criteria&gt;</b> <b>Evaluation for certification</b> : If the percentage of the acquisition score for each item is not 85 or higher, it is suitable; if it is 70 or more but less than 85, it is supplemented, and if it is less than 70, it is deemed inappropriate. If there is an item excluded from the assessment, it shall be calculated as a percentage of the total score excluding the non-evaluation item, and the acquisition score is 85% or higher (rounding off to the first decimal place), then it shall be deemed appropriate; supplemented by 70 or more but less than 85; and unsuitable for less than 70%.  <b>Regular Survey and Evaluation</b> : If the total number of acquisition scores for each item is 85% or higher, it shall be calculated as a percentage of the total score excluding the non-evaluation item, and the acquisition score is 85% or higher (rounding off to the first decimal place), then it shall be deemed appropriate; and unsuitable for less than 85%.		
	Points(%)			

## 1-14. Certification and Follow-up(Hatching Industry)

### A. Current Status

Applicant	① Hatchery industry Authorization Number (Serial number)		② Permission year/month/date	
	③ Hatchery name		④ Phone number	
	⑤ Hatchery location			
	⑥ Name of Director		⑦ Date of birth	
HACCP Team leader (manager)	⑧ Job title		⑨ Name	
Hatching scale (Total scale of setting egg)	⑩ Total		⑪ Broilers	⑫ Egg laying chicken
				⑬ Duck
⑭ Type	⑮ Incubation type		Automation	Semi automation
Surface Area (㎡)	⑯ Hatchery egg storage room	⑰ Hatchery egg sterilizing room	⑱ Egg incubation area (Processing capacity)	⑲ Hatching room
				⑳ day-old chick workroom
	㉑ day-old chick storage room	㉒ management office	㉓ other facilities	㉔ Total
Facility type	㉕ Entrance disinfection facility		㉖ Disposed egg treatment plant	㉗ Medicine storage room
	vehicle	person		
possession (O/X)				㉘ Changing room
				㉙ Others
㉚ Administrative personnel(person)				
㉛ Other Specifics				



## B. Evaluation Worksheet

Evaluation item	Results (0~3point)	Remarks
<b>Hatchery management</b>		
<b>Hatchery entrance</b>		
1. Blocking facilities shall be installed at the entrance of the hatchery to control access, and the exterior of the farm shall be separated and guarded from the outside by fence facilities, fences, etc. However, if there is a natural boundary that can control access, such as altitude differences, streams, or boundary forests, the installation of fence facilities or fences may not be necessary.(0~2 points)		
2. A notice and a quarantine warning shall be installed at the hatchery entrance to inform the restriction of access, procedures, etc.(0~1 point)		
3. Facilities for disinfection of entrants, vehicles and goods coming in from outside shall be installed at the hatchery entrance and operated appropriately.(0~3 points)		
<b>Hatchery access control</b>		
4. Exclusive clothing and shoes (including disposable protective clothing and shoes) for hatchery visitors shall be furnished and worn at the time of entry, and the inside of the hatchery shall be restricted to outsiders (vehicle drivers, outside farm officials, etc.).(0~3 points)		
5. Access records shall be kept at the hatchery entrance, and visitors and vehicles shall be recorded and maintained without omission.(0~2 points)		
<b>Hatchery facility</b>		
6. Hatching facilities shall be installed in accordance with the standards for permission and registration of the livestock industry and classified and managed by stages of hatching. In addition, in case of running a chicken or duck breeding business together, it shall be installed in another building isolated from the breeding facility. (0~3 points)		
7. The Hatchery facilities, such as hatchery egg storage room, developmental room, generation room, and chick storage room, shall be properly managed for temperature, humidity and ventilation. (0~3 points)		
8. The internal facilities of the hatchery shall be made of impermeable materials and shall be managed to prevent contamination in the hatch waste, etc. (0~2 points)		
9. The entrances for people in hatchery facilities, management offices, warehouses, and each hatchery entrances shall be equipped with shoe sterilizers, and shall be regularly managed. (0~1 points)		
10. Proper management shall be made to prevent animals other than domesticated livestock from entering the hatchery facility, and blocking network to the ventilation facilities and drains, etc shall be installed to block the access to wild animals(rats, birds, etc). (0~2 points)		

Evaluation item	Results (0~3point)	Remarks
<b>Auxiliary facility</b>		
11. The floor and walls of the hatch waste storage facility shall be made of impermeable materials, such as waterproof concrete, and the waste shall not be leaked to the outside. (0~2 points)		
<b>Hygienic management</b>		
<b>Disinfection</b>		
12. Facilities or equipment for disinfection of hatchery and their surroundings shall be installed, and regular disinfection shall be carried out and recorded at least once a week. (0~2 points)		
13. Interpersonal sanitation shall be carried out when entering or exiting egg holding room, egg sterilizing room, chick storage room, and shipping place where in contact with external vehicles, and sanitary facilities such as hand washing and hand sterilization in each hatchery facilities shall be installed and regularly managed. (0~2 points)		
14. Clothes, shoes, tools and equipment used in hatchery shall be cleaned and sterilized and kept hygienically. In particular, hatching instruments and equipment shall be cleaned and sanitized regularly, and the records shall be maintained. (0~3 points)		
<b>Pest control</b>		
15. The eliminating of pests, rodents, etc. in the hatchery shall be carried out periodically. (0~3 points)		
16. The hatchery and its surroundings shall be managed to drain well. (0~1 point)		
<b>Hygienic control</b>		
17. The hatchery shall regularly conduct an hygiene test (general bacteria, <i>E. coli</i> , <i>salmonella</i> and fungus), and results thereof shall be recorded and maintained. (0~3 points)		
<b>Waste management</b>		
18. The dead chicks, hatched waste, etc. shall be disposed of in accordance with the management standards and the status of treatment shall be recorded and maintained. (0~2 points)		
<b>Employee education</b>		
19. Sanitary and quarantine education shall be regularly conducted for workers(including foreign workers), and the results thereof shall be recorded and maintained. (0~2 points)		
<b>Storage</b>		
20. Chemicals harmful to humans and livestock shall be stored and treated separately in designated places. (0~1 point)		

Evaluation item	Results (0~3point)	Remarks
<b>Hatching control</b>		
<b>Step-by-step management</b>		
21. Management standards for each hatch stage shall be written and operated(0~2 points)		
<b>Egg management for hatching purposes</b>		
22. Hatching eggs shall be stored by marking the date of the collecting eggs for each farm and breeding building, and traceable measures, such as first-in and first-out. etc, and record management shall be implemented when entering the eggs. (0~3 points)		
23. Sanitizing of hatched eggs shall be carried out properly in a sealed sanitizing room (Entrance and the wall structured where no sanitizer leaks). (0~2 points)		
24. The sanitary disposal plan shall be established and operated for eggs(stained eggs, broken eggs, double-yolk eggs, etc.) that are not used as eggs for hatching purposes, and status of disposal shall be recorded and maintained. (0~3 points)		
25. The developed eggs shall be periodically checked to remove unhatched eggs, eggs that stop developing stage, and exploded eggs, and the results thereof shall be recorded and maintained. (0~3 points)		
26. The place used in hatchery eggs shall be hygienically managed. (0~1 point)		
<b>Water management</b>		
27. Animal drinking water shall be tap water or underground water that meets the standard for water quality of domestic water under Article 20 of the Groundwater Act, and if underground water is used, regular inspections shall be conducted for once/over 3 years, and the results thereof shall be recorded and maintained. (0~2 points)		
28. Water supply facilities and reservoirs shall be kept clean at all the times and disinfected and managed regularly. (0~2 points)		
<b>Animal medicine(antibiotic, etc.), Animal sanitary aid, agricultural pesticides, etc.(This shall be the “animal medicine, etc.” management</b>		
29. Safe-use guidelines for animal medicines, etc. (correct use and recording methods, storage and disposal procedures, residual prevention management, etc.) shall be established and implemented. (0~4 points)		
30. The details of warehousing and forwarding of animal medicines, etc. shall be managed and recorded, and the remaining animal medicines, etc. shall be properly stored and used. (0~3 points)		

Evaluation item		Results (0~3point)	Remarks
<b>Disease control</b>			
31. Pullorum disease and fowl typhoid inspection reports for the chicken raised for breeding that produced the eggs for hatch shall be kept (In the case of ducks raised for breeding, DVH only) (0~2 points)			
32. <i>Salmonella</i> tests on eggs for hatch(including eggs that stopped developing) and chicks shall be carried out regularly and the results shall be recorded and maintained. (0~4 points)			
33. Vaccination of chicks (ND Vaccination Mandatory Clause, MD Vaccination in the case of hatchery of hatching purpose chicken) shall be carried out and recorded accurately, and vaccine dilution and preparation process for vaccination shall be hygienic. (0~3 points)			
<b>Carry-in and Shipment Management</b>			
34. Transaction records shall be prepared and kept at the time of bringing in eggs for hatch and shipment of chicks. (0~3 points)			
35. Transportation vehicles for eggs of hatching purpose shall be cleaned and disinfected regularly and the results shall be recorded and maintained. (0~2 points)			
36. The details of the medication for chicks, such as animal medicines, etc., shall be notified to the relevant farm. (0~1 point)			
37. Inspect temperature and humidity at each chick-carrying vehicles shall be checked, and the results thereof shall be recorded and maintained. (0~2 points)			
<b>Comprehensive evaluation</b>	Total score	<b>&lt;Criterion&gt;</b> <b>Evaluation for Certification</b> : If the percentage of the acquisition score for each item is not 85 or higher, it is suitable; if it is 70 or more but less than 85, it is supplemented, and if it is less than 70, it is deemed inappropriate. If there is an item excluded from the assessment, it shall be calculated as a percentage of the total score excluding the non-evaluation item, and the acquisition score is 85% or higher (rounding off to the first decimal place), then it shall be deemed appropriate; supplemented by 70 or more but less than 85; and unsuitable for less than 70%. <b>Regular Survey and Evaluation</b> : If the total number of acquisition scores for each item is 85% or higher, it shall be calculated as a percentage of the total score excluding the non-evaluation item, and the acquisition score is 85% or higher (rounding off to the first decimal place), then it shall be deemed appropriate; and unsuitable for less than 85%.	
	Points(%)		

## 1-15. Certification Evaluation and Follow-ups(Integrated

Livestock Products Safety Management certification body)

### A. Current Status

integrated certification body	① Types of Business			
	② Business Registration Number		③ Business permit issued date	
	④ Name of corporation (Group)		⑤ Phone Number	
	⑥ Address			
	⑦ Name of Director		⑧ Date of Birth	
	⑨ Brand Name			
	⑩ Dedicated personnel			
Farm	⑪ Number of Member farmers		⑫ Number of Farm with HACCP certification	
Slaughter-house (Dairy)	⑬ Slaughterhouse in use		⑭ Number of slaughterhouse with HACCP certification	
Processing plant	⑮ Processing Plant in use		⑯ Processing plant with HACCP certification	
Distribution (Storage, Transportation)	⑰ Number of distributor in use (Storage, Transportation)		⑱ Distributor with HACCP certification	
Sales outlet	⑲ Number of contracted seller		⑳ Contracted Seller with HACCP certification	

## B. Evaluation Worksheet

Evaluation Item(Score)	Results (0-3point)	Remarks
<b>Management of integrated certification body</b>		
1. Does integrated certification body qualify for HACCP application?		
2. Does integrated certification body prepare and operate HACCP in detail? (1) HACCP certification related internal policy and procedures (2) Dedicated Team building on HACCP certification and education/training plan (3) Product classification and management standard per each step of HACCP (4) Other requirements		
3. Dedicated HACCP team of integrated certification body receives regular education and training of HACCP and maintain its record.		
4. integrated certification body manages and document the production, workload, sales volume, etc of livestock products that are HACCP certified.		
5. Does the integrated certification body regularly verify and document the record of HACCP certification?		
6. Does the integrated certification body conduct a preliminary review of HACCP compliance and document it?		
<b>Farm Management</b>		
7. Does the farm receive HACCP certification?		
8. Does the farm receive and comply with the HACCP program from integrated accreditation business?		
9. Does the company provide data necessary for HACCP when shipping livestock to the relevant shipping place(farm – slaughterhouse, Edible egg – egg packing company, raw milk – milk plant)?		
10. Shipped livestock(or product) is shipped to meet HACCP standards and keep document related.		
<b>Slaughterhouse(Dairy plant)Management</b>		
11. Slaughterhouse(Milk collection· chicken slaughtering pressure room) receives HACCP program from integrated certification body and comply with the program.		
12. Slaughterhouse(Milk collection· chicken slaughtering pressure room) comply with HACCP. Check the shipped meat(raw milk) from the member farm and document relevant information.		
13. Slaughterhouse(Milk collection· chicken slaughtering pressure room) provide informations regarding HACCP program to processing plant.		
<b>Management of Processing Plant</b>		
14. Processing Plan is HACCP certified.		
15. Processing plant received HACCP program from integrated certification body and comply with the program.		
16. Processing plant receives and complies with the integrated safety management certification program from the integrated safety management certification company.		

Evaluation Item(Score)		Results (0~3point)	Remarks
17. Processing plant separates and stores the certified livestock products from non-certified products. Document the relevant contents and provides the information to the distributor and seller.			
<b>Distribution(Storage·Delivery)Management</b>			
18. Distributor(Storage·Delivery) received HACCP certification.			
19. Distributor(Storage·Delivery) received HACCP program from integrated certification body and comply with it.			
20. Distributor(Storage·Delivery) separates, stores, and delivers the HACCP certified livestock products from non-certified products and document relevant informations.			
21. Distributor(Storage·Delivery) provides informations related to HACCP certified livestock products to a livestock market.			
<b>Management of Livestock Market</b>			
22. Livestock Market received HACCP certification.			
23. Livestock Market received HACCP program from integrated certification body and comply with it.			
24. Livestock Market separates, stores, and delivers the HACCP certified livestock products from non-certified products and document relevant informations.			
25. Livestock Market provides informations related to HACCP certified livestock products to a livestock market.			

Comprehensive Evaluation	Total Score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : When there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%.  <b>Regular investigation and evaluation</b> : When there is (an) item(s) excluded from evaluation, it is considered PASS when scored 85% or more (rounding up the first digit from decimal point), FAIL if less than 85%.
	Percentage (%)	

## 2. HACCP Management

2-1. **Certification Evaluation** [Businesses for Food manufacturing· Processing(including Food Additives), Health-functional food manufacturing, Group meal Service<sup>1)</sup>, Food Service Business (Catering service), Meals on Delivery (Individual or Bulk package), Livestock processing]

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP Team	1. HACCP team has been established and the responsibility, authority, and takeover method for each team member assigned. (0~5)		
	2. Team members have adequate knowledge of HACCP for its concepts, principles, procedures, and their roles. (0~5)		
	3. Team leader participates in the HACCP team and each team member actively involves. (0~5)		
	Subtotal (0~15)		
2. Product manual & Process flow chart	1. The product manual is described in detail. (0~5)		
	2. Process flow chart is available. (0~5)		
	3. Process flow chart is consistent with the site. (0~5)		
	Subtotal (0~15)		
3. Hazard Analysis	1. Hazards are identified and the cause of the occurrence are described in detail. (0~10)		
	2. The risk assessment criteria(severity, probability, etc.) for the derived hazards and the principles of the use of the evaluation results are presented. (0~10)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
	3. Risk assessment of individual hazards were conducted properly. (0~5) 4. Realistic preventive measures and management methods were derived to manage derived hazards. (0~10) 5. Scientific evidences for hazard analysis are presented. (0~5) 6. The concepts and procedures for hazard analysis are well understood.(0~5)		
	Subtotal (0~45)		
4. Determination of Critical Control Point & Establishment of Critical Limit.	1. CCP properly determined according to the CCP Decision Tree (0~10) 2. Team member has good understand of proposed CCP decision tree(0~5) 3. The control items of critical limit and criteria are specified. The established critical limits are sufficient to manage the derived hazards. (0~10) 4. Person in charge for CCP monitoring is familiar with the established limit. (0~10) 5. Evaluation results used to set the critical limit shall reflect the characteristics of the site. (0~10)		
	Subtotal (0~45)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
5. CCP Monitoring & improvement measures	1. Monitoring method is set up to ensure sufficient control of the critical limit. (0~10) 2. Manager for monitoring is at designated location in accordance with the procedure. (0~10) 3. Monitoring Manager is well aware of his/her role and responsibility through training. (0~5) 4. Equipment used for monitoring are properly calibrated and managed. (0~5) 5. Plans and procedures for corrective action are in place and their roles and responsibilities are well understood. (0~5) 6. Improvement measures are implemented in detail and the results are documented properly. (0~10)		
	Subtotal (0~45)		
6. HACCP System Verification	1. Verification procedures and plans are properly established. (0~10) 2. Initial verification is properly conducted after establishing the HACCP plan verification plan. (0~5) 3. Follow-up is carried out for verification results or corrective action for non-conformities. (0~5)		
	Subtotal (0~20)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
7. Education and Training	1. Education and Training procedures and plans are established for efficient operation of the HACCP system. (0~10) 2. Education and Training are conducted in accordance with education and training policy and procedure. Records are maintained. (0-5)		
	Subtotal (0~15)		
	Comprehensive Evaluation (0~200)		

※Criteria

① Scores for each items are given according to the table below.

Evaluation Score Table

division	Point	
	0~5	0~10
Score	0	0
	1	2
	2	4
	3	6
	4	8
	5	10

② PASS : scored >170 out of 200 point.  
Needs Improvement: scored 140 ~170 point  
Fail : scored less than 140.  
However, Evaluation item 4-1, 4-3, 5-2, and 5-6 are essential items, the HACCP evaluation is considered Fail when those items received insufficient score.

## 2-2. Certification Evaluation (Other Businesses for food sales, Livestock products sales business)

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP Team	1. HACCP team has been established and the responsibility, authority, and takeover method for each team member assigned. (0~5) 2. Team members have adequate knowledge of HACCP for its concepts, principles, procedures, and their roles. (0~5)		
	Subtotal (0~10)		
2. Sales flow chart	1. Sales flow chart including receiving, storing, processing, packaging, displaying, and sales have been prepared and is consistent with the site. (0~10)		
	Subtotal (0~10)		
3. Hazard Analysis	1. Hazards are derived for each steps on receiving, storing, processing, packaging, displaying, and sales. Hazard Analysis table is prepared appropriately in accordance with Annex 2. (0~10)		
	Subtotal (0~10)		
4. Determination of CCP & Establishment of Critical Limit	1. CCP properly determined according to the decision principles of Annex 2. (0~10) 2. Established critical limits are sufficient to manage the derived hazards. (0~10)		
	Subtotal (0~20)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
5. Monitoring CCP and improvement measures	1. Monitoring method is set up to ensure sufficient control of the critical limit. (0-5) 2. Manager for monitoring is at designated location in accordance with the procedure. (0~10) 3. Equipment used for monitoring are properly calibrated and managed. (0-5) 4.Improvement measures are implemented in detail and the results are documented properly. (0-10)		
	Subtotal (0-30)		
6. HACCP Verification System	1. Initial verification is properly conducted after establishing the HACCP plan in accordance with the verification plan. (0-5) 2. Follow-up is carried out for verification results or corrective action for non-conformities. (0-5)		
	Subtotal (0-10)		
7. Education and Training	1. Education and Training procedures and plans are established for efficient operation of the HACCP system. (0-5) 2. Education and Training are conducted in accordance with education and training policy and procedure. Records are maintained. (0-5)		
	Subtotal (0-10)		
Comprehensive Evaluation (0~100)			
※ Criteria			
① Scores for each items are given according to the table below. 			

## 2-3. Certification Evaluation (Meat packing, Butcher shop, Livestock products storing and transportation, Egg Packing)

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. Hazard Analysis (0-5 point)	1. HACCP Team has been established and the role, responsibility and authority of manager and team members are assigned. 2. Manager and team member of HACCP have experiences of the livestock dealing with. 3. Product description has written in detail. 4. Process flow chart is available and is consistent with the field. 5. All possible hazards are analysed properly in each step (including raw/subsidiary materials, process, and distribution). HACCP management measures are documented for each hazard.		
	Subtotal (0-25)		
2. Critical Control Point (0-5 point)	1. CCP properly determined. 2. The Critical Limit of CCP are established appropriately. 3. Practice CCP Monitoring. 4. Equipment used for monitoring are properly calibrated and managed. 5. Monitoring shall be conducted at each CCP properly. 6. When the monitoring results are out of critical limit, proper plan of correction shall be implemented and documented.		
	Subtotal (0-30)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
3. Verification and Documentation (0~5 point)	1. Verification conducted on regular basis regarding HACCP plan. 2. Proper documentation and maintenance of HACCP plan. 3. Periodic Education and training of HACCP plan. 4. Business have written HACCP Management manual and keep it handy.		
	Subtotal (0~20)		
	Comprehensive Evaluation (0~75)		

※ Criteria

① Scores for each items are given according to the table below.

<Evaluation Score Table>

Division	Point
	0~5
Score	0
	1
	2
	3
	4
	5

② PASS : scored >64 out of 75 point.

Needs Improvement: scored 53 ~64 point

Fail : scored less than 53 point.

However, Evaluation item 2-1, 2-2, 2-5, and 2-6 are essential items, the HACCP evaluation is considered Fail when those items received insufficient score.

## 2-4. Certification Evaluation (Slaughter Business)

Items	Evaluation details	Score	Remarks
<b>1</b>	<b>(Formation of HACCP team)</b> The HACCP team is established and the roles of the team leader and members are designated. A) Appropriateness of HACCP team composition and feasibility of the roles assigned to team members B) The work experience and knowledge of the HACCP team leader and members C) Whether regular meetings are held		
<b>2</b>	<b>(Manual on carcass (including edible by-products))</b> The manual on carcass includes the details on the following matters. A) Carcass (including edible by-products), carcass cutting method B) Date of slaughter C) Name of the person who wrote the manual and date the manual is written D) Precautions for storage and distribution E) Other necessary matters		
<b>3</b>	<b>(Check usage)</b> The use purpose of carcass and edible by-products are written for each livestock products.		
<b>4</b>	<b>(Process flow chart and floor plan of work site)</b> Process flow chart and floor plan of work site are prepared.		
<b>5</b>	<b>(Consistency between flow chart and work site)</b> A) The prepared manufacturing process flow chart and floor plans of facilities are consistent with the actual work site. B) In case there is a change, the change has been granted by or reported to the licensing authority.		
<b>6</b>	<b>(Risk analysis)</b> A) Hazards that may occur in raw materials (including subsidiary materials), slaughtering and treatment processes, etc. are fully identified, the cause of occurrence is recorded in detail. B) Risk assessment (possibility of occurrence and severity of results) for the identified hazards is conducted and recorded.		



	<p>C) Management measures are identified and recorded for each hazard.</p> <p>D) Risk analysis is conducted appropriately for each raw material (including subsidiary materials) and process.</p>		
7	<p><b>(Critical control points)</b></p> <p>CCPs are appropriately set according to the decision chart.</p>		
8	<p><b>(Critical limits)</b></p> <p>Critical limits for CCPs are appropriately established.</p>		
9	<p><b>(Monitoring)</b></p> <p>A) Monitoring system for CCPs is established.</p> <p>- Monitoring items, frequency, designation of personnel, monitoring method and recording method, etc. for CCPs.</p> <p>B) Monitoring is appropriately conducted for each CCP according to the HACCP plan.</p> <p>C) CCP monitoring results are recorded at the site.</p>		
10	<p><b>(Improvement measures)</b></p> <p>A) In case a monitoring result deviates from the critical limit, appropriate improvement measures are taken (including analysis and removal of the cause, returning CCPs to the normal condition, establishing measures to prevent recurrence, treatment of affected products).</p> <p>B) The outcome of the improvement measures are recorded.</p>		
11	<p><b>(Verification)</b></p> <p>A) <b>(Verification)</b> Verification activities are carried out in accordance with the HACCP plan.</p> <p>(1) Review of the written records</p> <p>(2) On-site observation of monitoring and improvement measures</p> <p>(3) Calibration of machinery and equipment used for monitoring</p> <p>(4) Other matters</p> <p>B) <b>(Validation)</b> Validation is conducted to ensure that the HACCP plan can be operated as intended</p> <p>C) <b>(Re-evaluation)</b> Self-evaluation is conducted at least once a year, and an evaluation is conducted when changes occur or unexpected risks occur.</p>		

12	<p><b>(Recording and Maintaining)</b></p> <p>A) HACCP management standard is prepared and kept available.</p> <p>B) The records generated in accordance with the HACCP plan specifically include the date and time, the measured values, the actions taken and the signature of the person in charge, etc.</p> <p>C) Supporting documents such as scientific evidences, papers, literatures and experiment results on risk analysis, setting CCP, setting critical limits and establishing frequency and method of monitoring and verification are available.</p> <p>D) When developing and revising the HACCP plan, the date, signature of the person in charge and revision history, etc. are recorded.</p>		
13	<p><b>(Training)</b></p> <p>Training on HACCP plan is regularly conducted.</p> <p>A) HACCP training for employees</p> <p>B) HACCP training for business operators</p>		
<b>Comprehensive Education</b>		(      %)	
Unsatisfactory list	※ Fill out the unsatisfactory lists in detail for the item		
※ Criteria			
① Each item shall be 5 points.			
② 5 points (good): Consistent on-site implementation and record keeping according to appropriate standards.			
③ 3 points (average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and document. Mistakes shall not be repeated and shall not affect safety.			
④ 1 point (Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping.			
⑤ 0 point (non compliant): No detailed standards are set, site performance and records are not managed. This includes legal violations.			
⑥ Points that are 85% or more of the full points are deemed as pass. Points between 70% or more and 85% or less of the full points need to be supplemented. Points below 70% of the full points are deemed as fail.			

## 2-5. Certification Evaluation (Milk Collection Business)

Items	Evaluation details	Score	Remarks
<b>Risk Analysis</b>			
1	The HACCP team is established and the roles of the team leader and members are designated.		
2	HACCP team leader and members have experience in collecting milk.		
3	The manual on raw milk includes the details on the following matters. (1) Type of raw milk (2) Temperature of storage and transportation (3) Name of the person who wrote the manual and date the manual is written (4) Buyer (5) Precautions for collecting and transporting raw milk (6) Use purpose (7) Other necessary matters		
4	Process flow chart and floor plan for work site are prepared and checked to see if they are consistent with the actual work site.		
5	Risk analysis is performed to identify and analyse all hazards that may occur during the raw milk collection and transportation stages. And HACCP management measures are recorded for each hazard (as charts).		
<b>Critical Control Points</b>			
6	CCPs are reasonably and appropriately established.		
7	Critical limits for CCPs are reasonably and appropriately established.		
8	Monitoring system for CCPs is established.		

Items	Evaluation details	Score	Remarks
9	The quality of machineries and equipment used for monitoring, such as thermometers, are well managed.		
10	Monitoring is conducted appropriately for each CCP.		
11	In case a monitoring result deviates from the critical limit, it is appropriately handled and records on improvement measures are kept.		
Verification and Recording			
12	The verification of the HACCP plan is carried out regularly.		
13	Records of the HACCP plan is properly documented and maintained.		
14	Education and training on HACCP plan is regularly conducted.		
15	HACCP management standard is prepared and operated.		
Comprehensive Education		(      %)	
Unsatisfactory list	※ Fill out the unsatisfactory lists in detail for the item		
※ Criteria			
① Each item shall be 5 points.			
② 5 points (good): Consistent on-site implementation and record keeping according to appropriate standards.			
③ 3 points (average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and document. Mistakes shall not be repeated and shall not affect safety.			
④ 1 point (Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping.			
⑤ 0 point (non compliant): No detailed standards are set, site performance and records are not managed. This includes legal violations.			
⑥ Points that are 85% or more of the full points are deemed as pass. Points between 70% or more and 85% or less of the full points need to be supplemented. Points below 70% of the full points are deemed as fail.			

## 2-6. Evaluation Certification (Livestock Breeding, Breeder, Hatchery)

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP team	1. HACCP team has been established and the responsibility, authority, and takeover method for each team member assigned. (0~5)  2. Team members have adequate knowledge of HACCP for its concept, principles, procedures, and their roles, Team leader participates in the HACCP team and each team member involved actively.(0~5)		
	소 계 (0~10)		
2. Livestock manual · Specification management process flow chart and floor plan for farm	1. Standard reflect changes in the specifications of livestock (including raw milk and eggs). (0~5) 2. written documents of Specifications management procedures and floor plan for farm are available and are consistent with the field. (0~5)		
	Subtotal (0~10)		
3. Hazard Analysis	1. Risk factors are derived from receiving to shipment. Hazard Analysis table is prepared appropriately based on Annex2. (0~10)		
	Subtotal (0~10)		
4. Determination of CCP and Establishment of Critical Limit	1. CCP determined based on the principles of CCP under Annex 2. (0~10)  2. Sufficient Critical Limit for managing risk factors derived. (0~10)		
	소 계 (0~20)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
		d	
5. CCP Monitoring and improvement measures	1. Monitoring method is set to manage Critical Limit sufficiently.(0-5) 2. Manager for monitoring is well aware of his/her role. (0-5) 3. Monitoring procedures are well followed and the results are documented accordingly. (0-5) 4. Equipment used for monitoring are properly calibrated and managed. (0-5) 5. Prompt Improvement measures are implemented in detail and the results are documented properly. (0-10)		
	Subtotal (0~30)		
6. HACCP System Verification	1. Initial verification is properly conducted after establishing HACCP plan based on verification plan. (0-5) 2. Follow-up is carried out for verification results or corrective action. (0-5)		
	Subtotal (0~10)		
7. Education and Training	1. Education and Training procedures and plans are established for efficient HACCP system. (0-5) 2. Education and Training are conducted in accordance with education and training policy and procedure. Records are maintained. (0-5)		
	Subtotal (0~10)		
	Comprehensive Evaluation (0~100)		

※ Criteria

① Scores for each items are given according to the table below.

<Evaluation Score Table>

division	Point	
	0-5	0-10
Score	0	0
	1	2
	2	4
	3	6
	4	8
	5	10

② Pass: scored >85 out of 100 point. Needs Improvement: scored 70~85point. Fail: scored less than 70 point.

**2-7. Follow-ups** [Businesses for Food manufacturing· Processing(including Food Additives), Health-functional food manufacturing, Group meal Service<sup>1)</sup>, Group meal selling service, Food Service(Contracted catering), Meals on Delivery (Individual or Bulk package), Livestock processing, Egg packing]

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP team	1. Team members have adequate knowledge of HACCP for its concepts, principles, procedures, and their roles. (0~5) 2. Team leader participates in the HACCP team and each team member actively involves in the activities. (0~5) 3. Take-over processes are established and well observed when team members are replaced or changed. (0~5)		
	Subtotal (0~15)		
2. Product Manual, manufacturing process flow chart and factory floor plan	1. The product manual and process flow chart are reflected in the Standard. (0~10) 2. Manufacturing process flow chart and factory floor plan are consistent with the site.(0~5)		
	Subtotal (0~15)		
3. Hazard Analysis	1. Constantly collection and supplementation of new information related to hazard analysis is taking place. (0~5) 2. Hazard analysis is conducted for derived potential hazard when there are any changes to possible occurrence of hazards. (0~5) 3. Scientific evidences for hazard analysis are presented. (0~5) 4. The concepts and procedures for hazard analysis are well understood. (0~5)		
	Subtotal (0~20)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
4. Determination of Critical Control Point and Critical Limit	1. CCP properly determined according to the CCP Decision Tree. (0~5) 2. The established critical limits are sufficient to manage the derived hazards. (0~10) 3. Evaluation results used to set the critical limit shall reflect the characteristics of the site. (0~5)		
	Subtotal (0~20)		
5. CCP monitoring & improvement measures	1. Monitoring method is set up to ensure sufficient control of critical limit. (0~10) 2. Manager for monitoring is at designated location according to the procedure and document the record accordingly. (0~10) 3. Monitoring Manager is well aware of his/her roll through training. (0~5) 4. Equipment used for monitoring are properly calibrated and managed. (0~10) 5. Plans and procedures for corrective action are in place and team member understand their roles and responsibilities. (0~5) 6.Improvement measures are implemented in detail and the results are documented properly. (0~10)		
	Subtotal (0~50)		
6. HACCP System Verification	1. Verification procedures, plans, and verification period are established based on target. (0~10) 2. Verification personnel are familiar with verification process, methods and its role. (0~10)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
	3. Conduct verification in accordance with policy and procedure. (0~10) 4. Follow-up is carried out for verification results or corrective action for non-conformities.(0~10) 5. Verification results are reviewed and analysed periodically. The results are reflected in the operation of the HACCP system. (0~10) Subtotal (0~50)		
7. Education and Training	1. Education and Training procedures and plans are established for efficient operation of the HACCP system. (0~10) 2. Education and Training are conducted in accordance with education and training policy and procedure. Records are maintained. (0~10) 3. HACCP team reviews and analyses the result of education and training, then reflect the results to HACCP operation. (0~10) Subtotal (0~30)		
	<b>Comprehensive Evaluation (0~200)</b>		

< Criteria >

① Scores for each items are given according to the table below.

<Evaluation Score Table>

Division	Point	
	0~5	0~10
Score	0	0
	1	2
	2	4
	3	6
	4	8
	5	10

② PASS if scored >170 out of 200 point. FAIL is scored less than 170 point.

< Deduction >

Regular investigation/evaluation : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.

2-8. Follow-ups (Other food sales, Butcher Shop)

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP Team	1. HACCP team has been established and the responsibility, authority, and takeover method for each team member assigned. (0~5) 2. Team leader and members have good knowledge of HACCP of its concepts, principles, procedures and their roles and actively participate the program. (0~5) Subtotal (0~10)		
2. Sales Flow chart	1. Changes in the receiving, storing, processing, packaging, displaying, and sales are reflected in the procedure manual. (0~10) Subtotal (0~10)		
3. Hazard Analysis	1. Constantly Collecting new information and keep current related to hazard analysis in each step (i. e. receiving, storing, processing, packaging, displaying and sales) (0~10) Subtotal (0~10)		
4. Determination of Critical Control Point and Establishment of Critical Limit	1. CCP is determined properly according to the principles of CCP determination under Annex 2. (0~10) 2. The established Critical Limits are sufficient to manage the derived risk factors. (0~10) Subtotal (0~20)		
5. CCP Monitoring and improvement measures	1. Monitoring method is set to manage Critical Limit sufficiently. (0~5) 2. Manager for monitoring is well aware of his/her role and is at designated location according to the procedure. (0~10) 3. Equipment used for monitoring are properly calibrated and managed. (0~5) 4. Plans and procedures for corrective action are in place and the results are documented properly. (0~10)		
6. HACCP System verification	1. Conduct verification based on self made verification plan. (0~5) 2. Follow-up is carried out for verification results or corrective action. (0~5)		
7. Education and Training	1. Education and Training are conducted in accordance with education and training policy and procedure. Records are maintained. (0~10)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
Comprehensive Evaluation (0~100)			
※ Criteria			
① Scores for each items are given according to the table below.			
<u>&lt;Evaluation Score Table&gt;</u>			
Division		Point	
		0~5	0~10
Score		0	0
		1	2
		2	4
		3	6
		4	8
		5	10
② PASS if scored >85 out of 100 point, FAIL if scored less than 85 point.			
< Deduction >			
Regular investigation/evaluation : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.			

## 2-9. Follow-ups (Meat packing, Butcher shop, Livestock processing, Livestock products storing and transportation, Egg packing and Sales)

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP Team	1. Team leader and member's role reflect appropriately in case of member changes.(0-5) A) Appropriateness of each person's designated role in HACCP team B) Job knowledges and experience of HACCP Leader and the member C) Conduct Regular meetings		
	Subtotal (0-5)		
2. Product Description and Manufacture processing service drawing	1. Update or revise as changes made from product description. (0-5) 2. Revise relevant article whenever there is a change of usage (0-5) 3. Revise relevant article when there is changes in manufacture processing service drawing. (0-5) 4. Updated manufacture processing service drawing is consistent with the field. (0-5)		
	Subtotal (0-20)		
3. Hazard Analysis	1. Re-perform hazard analysis as needed (0-5) A) Hazards that may occur in raw materials (including subsidiary materials), manufacturing processes and distribution stages are fully identified and the causes of them are prepared in detail. B) Hazard Analysis is re-conducted when unforeseen risk occurred.		
	Subtotal (0-5)		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
4. Determination of CCP and Establishment of Critical Limit	1. Changes in CCP reflected to HACCP plan. (0~5) 2. When changes made to Critical Limit of CCP, the product information or detailed processing shall be updated. (0~5)		
	Subtotal (0~10)		
5. Monitoring CCP and improvement measures	1. Perform CCP Monitoring (0~5) A) Document the result of CCP monitoring on the site. B) Reflect changed items according to the updates in CCP monitoring. 2. Practice improvement measure as indicated in monitoring result. (0~5) A) Implement proper corrective action when above the Critical Limits are noticed from the monitoring, such as perform root-cause analysis, remove risks, return to CCP, establish of re-occurrence prevention plan, or recall of affected product, etc. B) Document the result of corrective action. C) If deviations occur repeatedly, the measures for improvement will be readjusted or strengthened.		
	Subtotal (0~10)		
6. HACCP System Verification	1. Perform HACCP system verification (0~5) A) Verification conducted in accordance with HACCP plan (1) Review documentation (report) (2) Field observation (3) Calibrate and inspection of equipment that used for monitoring (4) Other requirements B) (Validation) Validation shall be conducted to determine whether the HACCP plan can be operated as intended when there are changes or additional items to be applied. C) (Re-evaluation) Self evaluation shall be performed at least once a year. Conduct evaluation when changes are occurred or unforeseen hazards are happened.		

Items	Evaluation (Score)	Results (0~10Point)	Remarks
	2. Documentation is well maintained. (0~5) A) Written HACCP Procedural manual is available on the site. B) Records are well documented with date, measured numbers, corrective action if applicable, signature from the person in charge, etc. according to HACCP plan. C) References such as scientific evidences, lab tests are available in case of changes in hazard analysis, CCP determination, critical limit establishment, monitoring and verification. D) Document development date, signature of the responsible party, and revision history.		
	Subtotal (0~10)		
7. Education and Training	1. Education and Training provided for HACCP plan periodically. (0~5) A) HACCP education for employees B) HACCP education for employer		
	Subtotal (0~5)		
Comprehensive Evaluation (0~65)			

※ Criteria

① Scores for each items are given according to the table below.

<Evaluation Score Table>

Division	Point
	0~5
Score	0
	1
	2
	3
	4
	5

② Converting Total of point to a percentage: Pass if scored >85% (round up the first digit from decimal point), Fail if less than 85%.

< Deduction >

Regular investigation/evaluation : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.

## 2-10. Follow-ups (Slaughter Business)

	Evaluation Details	Point	Remarks
1	<b>(HACCP team change)</b> The role of team leader and members are reflected appropriately in case of member changes.(0~5) A) Appropriateness of each person's designated role in HACCP team B) Job knowledges and experience of HACCP Leader and the member C) Regular meetings are conducted		
2	<b>(Changes in Conductor Manual)</b> Revise and update manual when there is (a) change(s).		
3	<b>(Change Target Consumers)</b> Revise and update relevant article when there is (a) change(s) of usage.		
4	<b>(Change in process flow chart and worksite floor plan)</b> Revise and update relevant article when there is (a) change(s) in process flow chart and work site floor plan.		
5	<b>(Consistent with the worksite)</b> Changed processing flow chart and work site floor plan are consistent with the field.		
6	<b>(Re-perform Hazard Analysis as needed)</b> A) Hazards that may occur in raw materials (including subsidiary materials), manufacturing processes and distribution stages are fully identified and the causes of them are prepared in detail. B) Hazard Analysis is re-conducted when unforeseen risk occurred.		
7	<b>(Changes in Critical Control Point)</b> Changes in CCP reflected to HACCP plan.		
8	<b>(Changes in Critical Limit)</b> When changes are made to Critical Limit of CCP, the product information or detailed processing shall be updated.		
9	<b>(Monitoring)</b> A) Perform CCP Monitoring B) Document the result of CCP monitoring on the site. C) Reflect changed items according to the updates in CCP monitoring.		
10	<b>(Improvement measures)</b> A) Implement proper corrective action when above the Critical Limits are noticed from the monitoring, such as perform root-cause analysis, remove risks, return to CCP, establish of reoccurrence prevention plan, or recall of affected product, etc. B) Document the result of corrective action. C) If deviations occur repeatedly, the measures for improvement will be readjusted or strengthened.		
11	<b>(Verification)</b> A) Verification conducted in accordance with HACCP plan (1) Review documentation (report)		

	(2) Field observation (3) Calibration and inspection of equipment that used for monitoring (4) Other requirements B) (Validation) Validation shall be conducted to determine whether the HACCP plan can be operated as intended when there are changes or additional items to be applied. C) (Re-evaluation) Self evaluation shall be performed at least once a year. Conduct evaluation when changes are occurred or unforeseen hazards are happened.		
12	(Documentation and Maintenance) A) The HACCP management guidelines are prepared and kept. B) Records are well documented with date, measured numbers, corrective action if applicable, signature from the person in charge, etc. according to HACCP plan. C) References such as scientific evidences, lab tests are available in case of changes in hazard analysis, CCP determination, Critical Limit establishment, monitoring and verification. D) Document development date, signature of the responsible party, and revision history.		
13	(Education) Education and Training provided for HACCP plan periodically. A) HACCP education for employees B) HACCP education for employer		
Comprehensive Evaluation		(      %)	
unsatisfied list	※ Fill out the unsatisfied lists in detail for the item.		
※ Criteria ① Each item has 5 points. ② 5 points(good): Consistent on-site implementation and record keeping according to appropriate standards. ③ 3 points(average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and document. Mistakes shall not be repeated and shall not affect safety. ④ 1 point(Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping. ⑤ 0 point (Fail): No detailed standards are set, site performance and records are not managed. This includes legal violations. ⑥ IF it is more than 85% of the evaluation result - corrective/supplementary measures shall be taken. If it is less than 85%, it is considered fail.			



## 2-11. Follow-ups(Dairy Industry)

	Evaluation Details	Point	Remarks
1	<b>(HACCP team change)</b> Team leader and member's role reflect appropriately in case of member changes.(0-5) A) Appropriateness of each person's designated role in HACCP team B) Job knowledges and experience of HACCP Leader and the member C) Conduct Regular meetings		
2	<b>(Revised Raw Milk Description)</b> Revise relevant article when there is changes in product description.		
3	<b>(Changes in target customers)</b> Revise relevant article whenever there is a change of usage		
4	<b>(Processing flow chart and processing area drawing)</b> Revise relevant article when there is changes in processing area drawing.		
5	<b>(consistent with field)</b> Updated processing area drawing is consistent with the field.		
6	<b>(Re-perform Hazard Analysis)</b> A) Hazards that may occur in raw materials (including subsidiary materials), manufacturing processes and distribution stages are fully identified and the causes of them are prepared in detail. B) Hazard Analysis is re-conducted when unforeseen risk occurred.		
7	<b>(Changes in Critical Control Point)</b> Changes in CCP are reflected in HACCP plan.		
8	<b>(Revised Critical Limit)</b> When changes made to Critical Limits of CCP, the product information or detailed processing shall be updated.		
9	<b>(Monitoring)</b> A) Perform CCP Monitoring. B) Document the result of CCP monitoring on the site. C) Reflect changed items according to the updates in CCP monitoring.		
10	<b>(Improvement measures)</b> A) Implement proper corrective actions when above the Critical Limits are noticed from the monitoring, such as perform root-cause analysis, remove risks, return to CCP, establish of reoccurrence prevention plan, or recall of affected product, etc. B) Document the result of corrective action. C) If deviations occur repeatedly, the measures for improvement will be readjusted or strengthened.		
11	<b>(Verification)</b> A) Verification conducted in accordance with HACCP plan		

	(1) Review documentation (report) (2) Field observation (3) Calibrate and inspection of equipment that used for monitoring (4) Other requirements B) (Validation) Validation shall be conducted to determine whether the HACCP plan can be operated as intended when there are changes or additional items to be applied. C) (Re-evaluation) Self evaluation shall be performed at least once a year. Conduct evaluation when changes are occurred or unforeseen hazards are happened.		
12	<b>(Documentation and Maintenance)</b> A) The HACCP management guidelines are prepared and kept. B) Records are well documented with date, measured numbers, corrective action if applicable, signature from the person in charge, etc. according to HACCP plan. C) References such as scientific evidences, lab tests are available in case of changes in hazard analysis, CCP determination, Critical Limit establishment, monitoring and verification. D) Document development date, signature of the responsible party, and revision history.		
13	<b>(Education)</b> Education and Training provided for HACCP plan periodically. A) HACCP education for employees B) HACCP education for employer		
Comprehensive Evaluation		(      %)	
unsatisfied list	※ Fill out the unsatisfied lists in detail for the item.		
※ Criteria ① Each item has 5 points. ② 5 points(good): Consistent on-site implementation and record keeping according to appropriate standards. ③ 3 points(average): Despite of Consistent on-site implementation and record keeping, there is a possibility of accidental mistake on how to perform and document. Mistakes shall not be repeated and shall not affect safety. ④ 1 point(Inadequate): Site performance and records are maintained in accordance with the standards, but there is a risk of inconsistency due to insufficient performance and record keeping. ⑤ 0 point (Fail): No detailed standards are set, site performance and records are not managed. This includes legal violations. ⑥ IF it is more than 85% of the evaluation result - corrective/supplementary measures shall be taken. If it is less than 85%, it is considered fail.			

## 2-12. Follow-ups (Livestock Breeding, Breeder, Hatchery)

Items	Evaluation (Score)	Results (0~10Point)	Remarks
1. HACCP team	1. HACCP team has been established and the responsibility, authority, and takeover method for each team member assigned. (0~5) 2. Team leader and members have good knowledge of HACCP of its concepts, principles, procedures and their roles and actively participate the program. (0~5)		
	Subtotal (0~10)		
2. Description of livestock management flow chart and floor plan of farm	1. Manual reflects revised description of livestock (include raw milk and eggs), management (hatching) flow chart and floor plan of the farm(0~10)		
	Subtotal (0~10)		
3. Hazard Analysis	1. Constantly Collecting new information and keep current related to hazard analysis in each step (i.e. receiving, storing, processing, packaging, displaying and sales) (0~10)		
	Subtotal (0~10)		
4. Determination of Critical Control Point and Establishment of Critical Limit	1. CCP is determined properly according to the principles of CCP determination under Annex 2. (0~10) 2. The established Critical Limits are sufficient to manage the derived risk factors. (0~10)		
	Subtotal (0~20)		

Items	Evaluation (Score)	Results	Remarks
		(0~10Point) 2)	
5. CCP Monitoring and improvement measures	1. Monitoring method is set to manage Critical Limits sufficiently. (0-5) 2. Manager for monitoring is well aware of his/her role.(0-5) 3. Manager is at designated location according to the procedure and document the record accordingly.(0-5) 4. Equipment used for monitoring are properly calibrated and managed. (0-5) 5. Plans and procedures for corrective action are in place and the results are documented properly. (0-10)		
	Subtotal (0-30)		
6. HACCP System verification	1. Conduct verification based on self made verification plan. (0-5) 2. Follow-up is carried out for verification results or corrective action. (0-5)		
	Subtotal (0-10)		
7. Education and Training	1. Education and Training are conducted in accordance with education and training policy and procedure. Records are maintained. (0-10)		
	Subtotal (0-10)		
Comprehensive Evaluation (0-100)			
※ Criteria			
① Scores for each items are given according to the table below.			
Evaluation Score Table			
Division	Point		
Score	0~5	0~10	
	0	0	
	1	2	
	2	4	
	3	6	
	4	8	
	5	10	
② PASS if scored >85 out of 100 point, FAIL if scored less than 85 point.			

3. Small Businesses, etc.

3-1. **Certification Evaluation and Follow-ups** [(Businesses for Food manufacturing· Processing(including Food Additives), Health-functional food manufacturing, Group meal Service<sup>1)</sup>, Group meal selling service, Food subdivision, Food Service(Restaurant, convenient store, and bakery), Livestock processing, Egg packing, Meat packing, Livestock products sales, Instant meat sales and processing business<sup>3)</sup>]

A. Current Status

- Businesses for Food manufacturing· Processing(including Food Additives), Health-functional food manufacturing, Group meal Service, Group meal selling service, Food division, Food Service(Restaurant, convenient store, and bakery), Livestock processing, and Egg packing.

Applicant	(1)Business License (Report) Number				(2)Business Permit (Report) date		yy   mm   dd	
	(3)Company Name				(4)Phone Number			
	(5)Address	Office						
		Worksite (factory)	※If Group Meal service is operated by contractor, Write contractor's name, address, and registration number (and business number if applicable)					
	(6)Name of Representative				(7)Date of Birth			
	(8)HACCP applied Product-Livestock(types)				(9)Use of Groundwater		(○/×)	
HACCP Team Manager	(10)Title			(11)Name				
Surface Area (m <sup>2</sup> )	(12)Worksite (Kitchen)			(13)Storage				
	(14)Laboratory			(15)Other				
	(16)total							
types of work site	(17) Raw material processing room	(18)Manufa cturing· Processing Room (Kitchen)	(19) Filling Room	(20) Packing Room	(21) Laboratory	(22) Storage	(23) General · Clean Area Divided	(24) Other
Evaluation (○/×)								
Number of Employees	(25)Manufact - u r i n g Management department					(26)Inspection Management Department		
	(27) Other Workers					(28) Total		

3) Butcher shop: A business in which meat or packaged meat is professionally sold (including re-cutting or subdividing the packaged meat) and the meat processing products (except canned or bottled) are made or resold directly to the final consumer. However, this shall not apply to the case where a store manager stores poultry meat in a refrigerated case(or freezer) and sells them to the final consumer without opening the package.

- Meat Packaging business, Livestock products sales business(Meat sales), Instant meat sales and processing business<sup>3)</sup>

Business	① Business License Number			② Business Permit issued date				
	③ Business name			④ Phone number				
	⑤ Address	Office						
		factory						
	⑥ Name of Representative			⑦ Date of Birth				
⑧ HACCP-Applied livestock products types								
Management Officer (manager in charge)	⑨ Title				⑩Name			
Facility types and surface area(m <sup>2</sup> )	⑪ Processing room	⑫ Packing room	⑬ Cooler	⑭ Freezer	⑮ Display Case	⑯ Laboratory	⑰ Other	
	⑱ Total							
Number of Employees	⑲ Manufacturing Department			⑳ Inspection Department				
	㉑ Other Employees			㉒ Total				

- Livestock products sales (Egg packing)

Egg packing business	① License number for livestock industry		② Date of Registration	yy mm dd
	③ Business Name		④ Phone number	
	⑤ Address			
	⑥ Name of Representative		⑦ Date of birth	
	⑧ Types of Egg			
Management Lead	⑨ Title		⑩ Name	
Surface Area (㎡)	⑪ Raw Egg Storage room		⑫ Raw Egg treatment room	
	⑬ Washing · Drying Room		⑭ Selection · Packing Room	
	⑮ Final Product storage		⑯ Inspection Room	
	⑰ Packing material storage		⑱ Other	
	⑲ Total			
Transportation Vehicle Status				
Number of Employees	⑳ Manufacturing Department		㉑ Inspection Department	
	㉒ Other Employees		㉓ Total	

## B. Evaluation Worksheet (Prerequisite)

Evaluation Item	Results (0-3point)	Remarks
1. Work area shall be managed to prevent contaminants, infestation or propagation of pests and rodents using insect repellent. and The inflow shall be checked regularly. (0-3point)		
2. Work area shall be separated, divided or divided into a clean area (a clean area can be divided into a clean area and a semi-clean area) and a general area depends on the characteristics of food. In this case, additional facilities such as toilets shall be separated so as not to affect the workplace. (0-3point)		
3. Employees shall remove foreign objects by using foreign object removal tool upon entering the work area, and must not carry personal items such as personal jewelry or accessories. (0-3point)		
4. Employees shall wash and disinfect their hands and wear sanitized uniform upon entering. (0-3point)		
5. Bug Zapper, Rat traps, insect trapping tapes, etc. shall be checked and maintained regularly. (0-3point)		
6. The inside of work area shall be cleaned according to a planned schedule. (0-3point)		
7. Drains and any parts or tools directly in contact with food during manufacturing or processing shall be washed, sanitized and disinfected as planned schedule. (0-3point)		
8. In the event of consumer complaints related to food safety, such as contaminants or foreign substances, etc. Corrective action plan shall be established and followed up. The results shall be recorded and maintained to comply with the regulations set forth in the 「Food Sanitation Act」. (0-3point)		
9. Monitoring tools (such as thermometers) that come into direct contact with food shall be cleaned and disinfected before and after each use. (0-2point)		
10. Manufacturing equipment that is damaged or does not operate correctly shall not be used. It shall be managed in accordance with the facility standards set by the 「Food Sanitation Act」. Management system shall be established and strictly enforced to prevent cross contamination from hazards when using compressed air or lubricant used in manufacturing process for repair which may directly affect or at risk of affect the		

product, (0~3point)			
11. Thermometers of heaters, refrigeration and freezer unit shall be inspected and calibrated at regular basis. (0~3point)			
12. The temperature of refrigerated and frozen warehouse shall be properly managed. (0~3point)			
13. Water used for food manufacturing or processing, washing equipment that may come into direct contact with foods, and washing employees shall be suitable for the standard of drinking water quality in accordance with Article 5 of the Drinking Water Management Act. When using groundwater, the intake source shall be managed so that there is no possibility of cross-contamination of other groundwater such as toilets, wastes, wastewater treatment facilities, animal farms etc. A sanitation or disinfection device shall be provided if necessary. Water tank shall be washed and sanitized as scheduled. (0~3point)			
14. Upon receipt of raw and subsidiary materials, the test report shall be reviewed or a visual inspection shall be conducted. (0~3point)			
15. Raw, subsidiary materials, semi-finished or finished products shall be loaded, stored off the floor and wall in a designated place to prevent cross-contamination. Products shall be kept clean. (0~3point)			
16. Food and live stock products in transit shall be separated from non-food products to prevent cross-contamination, and shall be maintained and managed at 10℃ or lower for refrigeration and -18℃ or below for frozen items. (However when specific temperature standard for transport is regulated such as poultry meat which is between -2 and 5℃, comply with the standard.) (0~3point)			
17. The inspection of the finished product shall be carried out according to a planned schedule, the products conforming to the standards and specifications shall be manufactured and sold, and recovery program of non-conforming products shall be performed. (0~3point)			
Comprehensive Evaluation	Total Score	<b>&lt;Criteria&gt;</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is >43 : appropriate(Pass), 35~43: need improvement, or <35: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. <u>However, evaluation item no. 13 and 14 is essential. If scored</u>	

		zero from those items, it is considered fail.
	Percentage (%)	<b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 85 or more. Scored less than 85 considered 'Fail'. However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.  <b>&lt;Deduction&gt;</b> <b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).

### C. Evaluation Worksheet (HACCP Management)

Evaluation Items (Score)		Results (0~10Point)	Remarks
1. CCP properly determined according to the CCP Decision Tree. (0~5Point)			
2. Critical Limits are established and managed regarding Critical Control Point(CCP) and shall be managed properly when changes occur. (0~5Point)			
3. Validation data used to establish the critical limits shall reflect the characteristics. (0~5Point)			
4. Monitoring Manager is at designated location according to the procedure and document the result accordingly. (0~10Point)			
5. Equipment used for monitoring are properly calibrated and managed annually at least. (0~5Point)			
6. Corrective actions are implemented when the critical limits are exceeded, and results are recorded and maintained. (0~10Point)			
7. Periodical verifications are conducted in accordance with CCP management and results are documented. (0~5Point)			
8. Education and Training provided to employees for Sanitation and HACCP management plan periodically. (0~5Point)			
Comprehensive Evaluation (0~50)			
Comprehensive Evaluation	Total Score	<b>※ Criteria</b> ① Scores for each items are given according to the table below. <u>&lt;Evaluation Score Table&gt;</u>	

division	Point	
	0~5	0~10
Score	0	0
	1	2
	2	4
	3	6
	4	8
	5	10

② Certification Evaluation :

- Pass if scored above 43 out of total 50 point.
- needs improvement if scored between 35~43 point.
- Fail if scored less than 35.

However, Evaluation item 1, 2, 4, and 6 are essential items, the HACCP evaluation is considered Fail when those items received insufficient score.

③ Investigation :

- Pass if scored above 43 out of total 50 point.
- Fail if scored less than 43 point.

< Deduction Criteria >

Regular investigation/evaluation : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.

### 3-2. Certification Evaluation and Follow-ups [Meals on Delivery (Individual or Bulk package)]

#### A. Current Status

Applicant	(1)Business License (Report) Number				(2)Business Permit (Report) date		yy mm dd		
	(3)Company Name				(4)Phone number				
	(5)Address	Headquarter							
		worksite (factory)	*If Group Meal service is operated by contractor, Write contractor's name, address, and registration number (and business number if applicable)						
	(6) Name of Representative				(7)Date of Birth				
(8)HACCP applied Product-Livestock(types)				(9)Use of Groundwater (○/×)					
HACCP Team Manager	(10)Title				(11)Name				
Surface Area (m <sup>2</sup> )	(12)Worksite (Kitchen)				(13)Storage				
	(14)Laboratory				(15)Other				
	(16)Total								
types of work site	(17) Raw material processing room	(18)Manufacturing Processing Room (Kitchen)	(19) Filling Room	(20) Packing Room	(21) Laboratory	(22) Storage	(23) General Clean Area Divided	(24) Other	
Evaluation (○/×)									
Number of Employees (person)	(25)Manufacturing Management department				(26)Inspection Management Department				
	(27)Other Workers				(28) Total				

#### B. Evaluation Worksheet (Prerequisite)

Evaluation Item	Results (0-3point)	Remarks
1. Work area shall be managed to prevent contaminants, infestation or propagation of pests and rodents using insect repellent. The inflow shall be checked regularly. (0~3point)		
2. Work area shall be separated, divided or divided into a clean area (a clean area can be divided into a clean area and a semi-clean area) and a general area depends on the characteristics of food. In this case, additional facilities such as toilets shall be separated so as not to affect the workplace. (0~2point)		
3. Employees shall remove foreign objects by using foreign object removal tool upon entering the work area, and shall not carry personal items such as personal accessories. (0~3point)		
4. Employees shall wash and disinfect their hands and wear clean clothing upon entering. (0~3point)		
5. Bug Zapper, Rat traps, insect trapping tapes, etc. shall be checked and maintained regularly. (0~3point)		
6. The inside of work area shall be cleaned according to a planned schedule. (0~3point)		
7. Drains and any parts or tools directly in contact with food during manufacturing or processing shall be washed, sanitized and disinfected as planned schedule. (0~3point)		
8. Corrective action plan shall be established and implemented in case of consumer complaints related to food safety, such as contaminants or foreign substances, etc. Compliance with the Food Sanitation Act shall be observed, such as documentation and maintenance of the results thereof. (0~2point)		
9. Food that needs cooling after cooking shall be cooled quickly to prevent contamination during cooling process. Cooling standard for temperature and time shall be established and managed. (0~2point)		
10. The standard for storage temperature before distribution of cooked food and the time required before completion of consumption after cooking shall be set and managed. Products for distribution shall have proper expiration date and preservation condition shall be established and managed. (0~2point)		
11. The Temperature Standards for the distribution of hot and cold food shall be established and managed. (0~2point) · Refrigerated Storage: Refrigerated foods below 10℃ (However, foods with specific temperature standards, such as ready-to-eat convenient foods, smoked salmon or poultry shall be stored at 5℃ or below.) · Hot food : Hot food stored at 60℃ or above		
12. Dietitian shall conduct taste test prior to serving for food temperature, taste, foreign subjects if any, odor, or overall status of foods. Main cook may conduct taste test if dietitian is not available. (0~2point)		
13. One portion of cooked food shall be preserved each time in sanitized container or pasteurized plastic bag under -18℃ or below and over 144 hours. (0~2point)		
14. Manufacturing equipment that is damaged or does not operate correctly; it shall not be used. It shall be managed in accordance with the facility standards set by the 「Food Sanitation Act」.		

		Management system shall be established and strictly enforced to prevent cross contamination from hazards when using compressed or lubricant during manufacturing process for repair which may directly affect or at risk of affect the product. (0~3point)		
		15. Thermometers of heaters, refrigeration and freezer unit shall be inspected and calibrated at regular basis. (0~2point)		
		16. The temperature of refrigerated and frozen warehouse shall be properly managed. (0~3point)		
		17. Water used for food manufacturing or processing, washing equipment that may come into direct contact with foods, and washing employees shall be suitable for the standard of drinking water quality in accordance with Article 5 of the Drinking Water Management Act. When using groundwater, the intake source shall be managed so that there is no possibility of cross-contamination of other groundwater such as toilets, wastes, wastewater treatment facilities, animal farms etc. A sanitation or disinfection device shall be provided if necessary. Water tank shall be washed and sanitized as scheduled. (0~3point)		
		18. The test report shall be reviewed or a visual inspection shall be conducted upon receipt of raw and subsidiary materials. (0~3point)		
		19. Raw, subsidiary materials, semi-finished or finished products shall be loaded and stored in a designated place so that they do not adhere to the floor or wall, and prevent cross-contamination and clean. (0~3point)		
		20. The inspection of the finished product shall be carried out according to a planned schedule, the products conforming to the standards and specifications shall be manufactured and sold, and recovery management of non-conforming products shall be performed. (0~2point)		
Comprehensive Evaluation	Total Score	<p>〈Criteria〉  <b>Evaluation for Certification</b> : If the total score acquired from each item is &gt;43 : appropriate(Pass), 35~43: need improvement, or &lt;35: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. However, evaluation item no. 17 and 18 is essential. If scored zero from those items, it is considered fail.</p>		
	Percentage (%)	<p><b>Regular investigation and evaluation</b> : It is considered 'Pass' if the total score acquired from each item is 43 or more. Scored less than 43 considered 'Fail' . However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.</p> <p>〈Deduction Criteria〉  <b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).</p>		

## C. Evaluation Worksheet (HACCP Management)

Evaluation Item		Results (0-10point)	Remarks
1. CCP properly determined according to the CCP Decision Tree (0~5Point)			
2. Critical Limits are established and managed regarding Critical Control Point (CCP) and shall be managed properly when changes occur. (0~5Point)			
3. Validation data used to establish the critical limits shall reflect the characteristics (0~5Point)			
4. Monitoring Manager is at designated location according to the procedure and document the result accordingly. (0~10Point)			
5. Equipment used for monitoring are properly calibrated and managed annually at least. (0~5Point)			
6. Corrective actions are implemented when the critical limits are exceeded, and results are recorded and maintained. (0~10Point)			
7. Periodical verifications are conducted in accordance with CCP management and results are documented. (0~5Point)			
8. Education and Training provided to employees for Sanitation and HACCP management plan periodically. (0~5Point)			
Comprehensive Evaluation (0~50)			
Comprehe- nsive Evaluation	Total Score	※ Criteria	
		① Scores for each items are given according to the table below. 	



		<p>③ Investigation :</p> <ul style="list-style-type: none"><li>- Pass if scored above 43 out of total 50 point.</li><li>- Fail if scored less than 43 point.</li></ul> <p>&lt; Deduction Criteria &gt;</p> <p><b>Regular investigation/evaluation</b> : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.</p>
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3-3. Certification Evaluation and Follow-ups (Livestock  
Products Storage Industry)

A. Current Status

Livestock Products Storage	① Business License Number		② Business Permit Issued Date	yy mm dd	
	③ Business Name		④ Phone Number		
	⑤ Address				
	⑥ Name of Representative		⑦ Date of Birth		
	⑧ Stored Livestock products				
Management Team Leader	⑨ Title			⑩ Name	
Facility Types and Surface Area (㎡)	⑪ Loading Dock	⑫ Refrigerated Room	⑬ Freezer	⑭ Restroom and changing Room	⑮ Other
	⑯ Total				
⑰ Number of Employees					

## B. Evaluation Worksheet (Prerequisite)

Evaluation Item	Results (0~3point)	Remarks
1. Work area shall be separated, divided or divided into a clean area (a clean area can be divided into a clean area and a semi-clean area) and a general area depends on the characteristics of food. In this case, additional facilities such as toilets shall be separated so as not to affect the workplace. (0~3point)		
2. Refrigerated room and freezer shall install controllable thermometer and the temperature shall be able to monitor without opening of the door. Temperature sensor shall be located where highest temperature are detected. (0~3point)		
3. Work area shall be managed hygienically and be able to airtight to block the inflow of external pollutants, pests and rodents. Loading dock shall be managed to keep proper temperature per each types of livestock products. (0~3point)		
4. Water Supply must be suitable for the standard of drinking water quality in accordance with Article 5 of the 「Drinking Water Management Act」. Water tank shall be maintained to keep external pollutants from entering. (0~3point)		
5. Ceiling and upper ceiling structure shall be managed to prevent cross-contamination from condensation. (0~2point) (1) Ceiling and upper ceiling structure are installed with Water-resistant materials. (2) Environmental management of condensation water etc. (3) Set Cleaning standard and operate accordingly.		
6. Employees working in the work area shall always wear protective (hygienic) clothing, sanitary hat (hair restraints), and hygiene shoes. Personal accessories shall not be allowed. (0~3point)		
7. Hygienic Standards of access clearance, uniform, washing and disinfection shall be set and maintained in worksite, changing room and restroom. (0~3point)		
8. Bug Zapper, Rat traps, insect trapping tapes, etc. shall be checked and maintained regularly. (0~3point)		
9. The inside of work area shall be cleaned according to a planned schedule. (0~3point)		
10. Drains and any parts or tools directly in contact with food during manufacturing or processing shall be washed, sanitized and disinfected as planned schedule. (0~3point)		

11. For the sakes of the hygienic management of the storage room of the livestock products that are directly exposed to the outside environment, cleanliness is regularly assessed and managed by checking air-borne bacteria (self-inspection or referral to a livestock hygiene inspection agency). (0~3point)		
12. Only raw an subsidiary materials that passed the inspection standards and specifications determined by the inspection report or self set standard shall be purchased. (0~3point)		
13. The loading and unloading shall be carried out promptly to minimize the temperature change and contamination of the product. (0~3point) (1) Plans to minimize temperature change between job (2) Check if the packaging material is damaged or the product is damaged (3) Whether the work is being done while refrigerator or freezer door is opened. (4) Measures to prevent livestock contamination		
14. Proper storage temperature shall be maintained according to the characteristics of livestock products, and records must be managed by an automatic temperature recording device. (0~3point) (1) Refrigeration: -2~10℃( however, if specified separately, such as poultry meat at -2~5℃, follow the standard accordingly.) (2) Frozen: -18℃ or below		
15. Livestock products are loaded and stored in a designated place so that they do not adhere to the floor or walls. In order to prevent cross-contamination from other foods or livestock products, etc., it shall be separated and managed cleanly. (0~3point)		
16. Stored products shall be identified and handled separately according to each lot and item so that they can be shipped by first-in, first-out method. (0~2point)		
17. If there is a risk of damage to the product during storage, appropriate measures shall be taken. (0~2point) (1) If product inspection is required, perform self inspection or request inspection by livestock sanitation inspection agency. (2) Inappropriate products are identified, returned, and disposed of. (3) Record management of occurrence and improvement measures. (4) Other improvement measures		
18. Toxic substances, flammable and/or non-edible chemical shall be stored and handled separately in a well-ventilated designated area isolated from the food		

handling area.(0~2point)		
Comprehensive Evaluation	Total Score	<b>Criteria</b> <b>Evaluation for Certification</b> : If the total score acquired from each item is >43 : appropriate(Pass), 35~43: need improvement, or <35: Fail. However, if there is (an) item(s) excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. However, evaluation item no. 12 is essential. If scored zero from those items, it is considered fail.
	Percentage (%)	<b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired 43 or more. Scored less than 43 considered 'Fail' . However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.  <b>&lt;Deduction point&gt;</b> <b>Regular investigation · evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).

### C. Evaluation Worksheet (HACCP Management)

Evaluation Items (Score)		Results (0~10Point)	Remarks
1. CCP properly determined according to the CCP Decision Tree (0~5Point)			
2. Critical Limits are established and managed regarding Critical Control Point(CCP) and shall be managed properly when changes occur. (0~5Point)			
3. Evaluation results for effectiveness used to set the Critical Limits shall reflect the characteristics (0~5Point)			
4. Manager for monitoring is at designated location according to the procedure and document the result accordingly. (0~10Point)			
5. Equipment used for monitoring are properly calibrated and managed annually at least. (0~5Point)			
6. Implement proper corrective action when above the Critical Limits are noticed, keep record documented (0~10Point)			
7. Verification conducted in accordance with CCP management periodically and document the result. (0~5Point)			
8. Education and Training provided to employees for Sanitation and HACCP management plan periodically. (0~5Point)			
Comprehensive Evaluation (0~50)			
Comprehensive Evaluation	Total Score	<b>※ Criteria</b> ① Scores for each items are given according to the table below.  <u>&lt;Evaluation Score Table&gt;</u>	

		Division	Point	
			0~5	0~10
		Score	0	0
			1	2
			2	4
			3	6
			4	8
			5	10

② **Certification Evaluation :**

- Pass if scored above 43 out of total 50 point.
- needs improvement if scored between 35~43 point.
- Fail if scored less than 35.

However, Evaluation item 1, 2, 4, and 6 are essential items, the HACCP evaluation is considered Fail when those items received insufficient score.

③ **Investigation :**

- Pass if scored above 43 out of total 50 point.
- Fail if scored less than 43 point.

< **Deduction** >

Regular investigation/evaluation : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.

### 3-4. Certification Evaluation and Follow-ups (Livestock

Products Transportation Business)

#### A. Current Status

Livestock Products Transportation Business	① Business License Number		② Business Permit Issued Date	yy mm dd	
	③ Business Name		④ Phone Number		
	⑤ Address				
	⑥ Name of Representative		⑦ Date of Birth		
	⑧ Transported Livestock Products				
Management Team Leader	⑨ Title		⑩ Name		
Status of Transportation Vehicle					
Facility Types and surface Area (㎡)	⑪ Office	⑫ Car-washing area	⑬ Garage	⑭ Changing -Room	⑮ Other
	⑯ Total				
Number of Employees					

## B. Evaluation Worksheet (Prerequisite)

Evaluation Item	Results (0~3point)	Remarks
1. Livestock Products must be managed to be transported by vehicles reported as livestock products transportation. (0~3point)		
2. The transport vehicle shall be equipped with a refrigerated container and/or freezer (equipped with a refrigerated/freezer unit that can prevent the temperature alteration of the storage compartment even when the vehicle is not running). (0~3point)		
3. The interior of the container must maintain proper temperature according to the 'standards of preservation and distribution of livestock products' under food code. A temperature recording device that prevents any manipulation must be installed so that the temperature change from inside of the container can be checked without opening the door. (0~3point)		
4. Container is structured to prevent the leakage of blood, sewage, etc. and to prevent the inflow of pests and a locking device must be installed to prevent the door from opening during transporting. (0~3point)		
5. Inside of the container where livestock products are in direct contact, the utensils and containers shall be hygienic material and must be capable of easy washing, sterilization and disinfection. (0~2point)		
6. Designated car washes shall be installed at the facility to comply with the relevant provision of the Water Environment Conservation Act. (User-agreement shall be provided if use someone else's car wash.). Must have dedicated garage to park the transport vehicle. (A contract will be provided if you use someone else's garage). (0~2point)		
7. Facilities must be provided to supply tap water or groundwater suitable for drinking water quality standards in accordance with the 'Drinking Water Management Act'. (0~3point)		
8. Changing room for employees is installed and must be kept clean and maintained. (0~2point)		
9. Container, Tools and equipment used for transportation are required to maintain hygienically through washing and disinfection. (0~3point)		
10. In the case of livestock products that are exposed to the job, such as meat, the integrity of the products must be regularly evaluated and managed by microbiological inspection (either through self-inspection or inspection by a livestock sanitation inspection agency). (0~3point)		
11. Appropriate measures shall be taken for workers who may have a bad effect on livestock products due to physical		

illness. Employees must wear clean sanitary uniform when working on loading/unloading. (0~2point)			
12. Cleaning, washing and disinfection management of the work site, facilities, and equipment used in the work site shall be specified and operated in detail. (0~3point) (1) Cleaning method and cleaning cycle (2) Detergents, disinfectants and tools used for cleaning (3) Dress code and how-to-wear (5) Precautions regarding hygiene during work (6) Evaluation methods for cleaned condition (7) Management of Employee health status (8) Management method (Proper storage) of Disinfectant (9) Other			
13. The following must be specifically established and managed in the transport management standard. (0~3point) (1) Management of packaging materials in direct contact with livestock products (2) Transport Vehicle management (3) Loading/unloading Standards of livestock products (4) Waste management of failed products. (5) Other matters necessary for transportation management			
14. Loading and unloading shall be initiated after refrigerated container/freezer reached to the proper temperature. Loading/unloading process shall perform promptly so the livestock products not being left out with risk of temperature manipulation. (0~3point)			
15. The proper transportation temperature shall be maintained and recorded based on the characteristics of each livestock products, and the livestock products shall be loaded so that the cool air in the storage can circulate smoothly. (0~3point)			
16. Meat is handled and transported hygienically so that it does not directly touch the walls or floor of the storage area. Tools used during transportation such as containers or dollies shall be stored separately to prevent cross-contamination upon returning from the delivery process. (0~3point)			
17. If an abnormality occurs during the transportation of livestock products, appropriate measures shall be taken. If product inspection is required, self-inspection or inspection by livestock hygiene inspection agency shall be performed. (0~3point)			
18. Improvement measures shall be recorded for matters lacking in transportation management of livestock products. (0~3point)			
<b>Comprehensive Evaluation</b>	Total Score	<b>Criteria&gt; Evaluation for Certification</b> : If the total score acquired from each item is >43 : appropriate(Pass), 35~43: need improvement, or <35: Fail. However, if there is (an) item(s)	

n		excluded from evaluation, it is considered appropriate(pass) when it is 85% (rounding up the first digit from decimal point), needs improvement if scored 70~85%, and fail if less than 70%. <u>However, evaluation item no. 13 is essential. If scored zero from those items, it is considered fail.</u>
	Percentage (%)	<p><b>Periodical investigation and evaluation</b> : It is considered 'Pass' if the total score acquired 43 or more. Scored less than 43 considered 'Fail'. However, if there is (an) item(s) excluded from evaluation, it is considered pass when scored 85% or more (rounding up the first digit from decimal point), fail if less than 85%.</p> <p><b>&lt;Deduction point&gt;</b>  <b>Regular investigation • evaluation</b> : When there is no improvement of defected items from the evaluation of previous year, it will receive double deduction point of the defected item(s).</p>

### C. Evaluation Worksheet (HACCP Management)

Evaluation Item		Results (0~3point)	Remarks
1. CCP properly determined according to the CCP Decision Tree (0~5Point)			
2. Critical Limits are established and managed regarding Critical Control Point(CCP) and shall be managed properly when changes occur. (0~5Point)			
3. Evaluation results for effectiveness used to set the Critical Limits shall reflect the characteristics (0~5Point)			
4. Manager for monitoring is at designated location according to the procedure and document the result accordingly. (0~10Point)			
5. Equipment used for monitoring are properly calibrated and managed annually at least. (0~5Point)			
6. Implement proper corrective action when above the Critical Limits are noticed, keep record documented (0~10Point)			
7. Verification conducted in accordance with CCP management periodically and document the result. (0~5Point)			
8. Education and Training provided to employees for Sanitation and HACCP management plan periodically. (0~5Point)			
Comprehensive Evaluation (0~50)			
Compreh -ensive Evaluation	Total Score	<p>※ Criteria</p> <p>① Scores for each items are given according to the table below.</p> <p style="text-align: right;"><u>&lt;Evaluation Score Table&gt;</u></p>	

division	Point	
	0~5	0~10
	0	0
	1	2
	2	4
	3	6
	4	8
	5	10

② Certification Evaluation :

- Pass if scored above 43 out of total 50 point.
- needs improvement if scored between 35~43 point.
- Fail if scored less than 35.

However, Evaluation item 1, 2, 4, and 6 are essential items, the HACCP evaluation is considered Fail when those items received insufficient score.

③ Investigation :

- Pass if scored above 43 out of total 50 point.
- Fail if scored less than 43 point.

< Deduction >

Regular investigation/evaluation : Failure to follow improvement measures from previous year and continue to show insufficient, there will be double deduction point for the relevant item.