

SUB-REGIONAL OFFICE FOR THE PACIFIC ISLANDS

TCP/MIC/3302

**STRENGTHENING OF FOOD CONTROL SYSTEM IN THE FEDERATED
STATES OF MICRONESIA**

OCTOBER 2012



**FOOD AND AGRICULTURE ORGANIZATION
OF THE UNITED NATIONS**

Prepared By

Ratu Jope Tamani

FAO Consultant

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Abbreviations

CA:	Competent Authority
CAR:	Corrective Action Report
FAO:	Food and Agricultural Organization of the United Nations
EC:	European Commission
EU:	European Union
EPA:	Environmental Protection Agency
FP:	Fishery Products
FSM:	Federated State of Micronesia
GAP:	Good Agricultural Practice
GHP:	Good Hygiene Practice
GMP:	Good Manufacturing Practice
HACCP:	Hazard Analysis Critical Control Point
HRF:	High Risk Foods
MAP:	Modified Atmospheric Packaging
MT:	Mission Team
NPC:	National Project Coordinator
SME:	Small and Medium Enterprise
SOP:	Standard Operation Procedure
TCS:	Temperature Control for Safety
ToR:	Terms of Reference
USFDA:	United States Food and Drug Administration

EXECUTIVE SUMMARY

The writer visited the Federated States of Micronesia from 9th of September to 5th of October 2012 as a follow up mission on Strengthening of Food Control System in FSM specifically on inspections and small medium enterprises with the following terms of reference:

1. Organize a workshop in Pohnpei to present the outcome of the need assessment for small and medium enterprises and enable representatives of the food industry to comment on the findings and propose follow up.
2. Present the outcomes of the need assessment for inspection services at both national and state levels to Pohnpei EPA and to the National Food Safety Program Inspectors in Pohnpei.
3. Together with Pohnpei State Inspectors, trial the draft standard operating procedures manual for inspection and optimize the manual based upon the trial.
4. Together with National Food Safety Program Inspectors in Pohnpei trial the draft standard operating procedure manual for imported food control and optimise the manual based upon the trial in coloration with the Lead Consultant Food Control Management.
5. Develop training materials targeted at the needs of SMEs involved in food production, processing, handling and/or export.
6. Assist the NPC to establish national and state steering committees, to recruit a rural community education consultant, and to progress the readiness of the national food analysis laboratory.
7. Prepare an end of mission report, with relevant outputs (training materials, revised SOPs etc.) attached as annex

The writer met with the National Project Coordinator (NPC) - Mr Moses Pretrick, Mr Albert and his team from the state EPA, and Food Business Operators and Food handlers. As a result of this mission a number of conclusions are drawn and recommendations made as summarised below:

1. Conclusions

1. The inspectors in both the National and EPA appreciated and committed themselves into implementing the Standard Operation Procedures. During the mission, the writer worked with both the teams in understanding their respective SOPs, guiding them on implementation, improve on reporting, developing forms, providing moral support including meeting with stakeholders. It was evident to the writer that there is a need for consistent training of inspectors, more discipline, more coordination and a champion for Food Safety that can drive the change. The writer believed that the success of the project and its sustainability lies squarely on the inspectors and their ability to use all their tools effectively. The writer also recognises the different depth and background of inspectors engaged in food inspections. This training of the inspectors could be the most important element in strengthening the Food Inspection system in FSM.

2. The writer spent some time conducting training for the inspectors both at the National and the EPA on subjects like factors affecting bacterial growth, foodborne illness, Introduction to HACCP, High Risk Foods, Good Hygiene Practices and Food Hygiene. This was conducted after discussion with the NPC and request from the inspectors in order to build their capacity, which should help in the implementation of the SOPs and inspections and food work in general, taking into account that in Pohnpei, only 1 inspector has had formal education in public health and has a component of food safety.

3. As part of the Small and Medium Enterprises initiative specifically in assisting fish export, the writer conducted training for the National Food Inspectors on: understanding the EU Food Hygiene Regulations that govern their role as competent authority, Good Hygiene Practices, organoleptic assessment and conducting vessel inspections. Note that checklist developed for the training and to be used by the inspectors for their verification work is attached as annex 2. Having carried out the above, the inspectors will have to start using the document and needs a lot of practical exercise and guidance.

4. The training of the food handlers and responses from those that attended the training could spell a new beginning and the number of turnouts was encouraging. The challenge however, is the ability of the inspectors to continue with the momentum.

5. The progress of the setting up of the steering committees and also the engagement of the rural community education consultant have been very slow which could be attributed to the amount of workload of the NPC and also the bureaucracy that such appointment should go through. However, the food laboratory now has electricity and is only awaiting the bench tops.

2. Recommendations

1. FAO, NPC and with the assistance of the Lead Consultant Food Control Management and the writer should relook at allocating more time for training of inspectors as part of the capacity building initiative that would have an impact on the sustainability of the project.
2. The NPC should initiate and take a leading role in collaboration and communication with respective stakeholders that could facilitate smooth implementation of the project.
3. NPC to facilitate the provision of minor logistical requirements like rubber stamps, registers etc. to allow the inspectors to fully implement the SOP. At the same time, another reassessment of the implementation should be carried out prior to finalization of the document.
4. The NPC should initiate as a priority the NSC, facilitate the development of state level committees, and establish the email network of these committees no later than November 2012.

3 Introduction and Background

FAO commitment to improving food safety and Food security resulted in the approval of a request by the government of the Federated States of Micronesia, for a project on Strengthening of Food Control System in FSM (TCP/MIC/3302) for implementation from January 2011 until December 2012. This report is the result of the 2nd mission by the Consultant on food inspection and small and medium enterprises which was undertaken from the 9th September to 5th October 2012 as part of the implementation of the project.

4 Activities and findings

The consultant visited the Federated States of Micronesia from the 9th September to 5th October 2012 and met with the National Project Coordinator (NPC), Mr. Moses Pretrick including key state level officials and also having the opportunity to train Inspectors to and observe inspectors carrying out their duties. However, this mission was centered in Pohnpei and included meeting with Importers and Food Business Operators and Food Handlers focusing on addressing the following terms of reference:

1. Organize a workshop in Pohnpei to present the outcome of the need assessment for small and medium enterprises and enable representatives of the food industry to comment on the findings and propose follow up.

2. Present the outcomes of the need assessment for inspection services at both national and state levels to Pohnpei EPA and to the National Food Safety Program Inspectors in Pohnpei.
3. Together with Pohnpei State Inspectors, trial the draft standard operating procedures manual for inspection and optimize the manual based upon the trial.
4. Together with National Food Safety Program Inspectors in Pohnpei trial the draft standard operating procedure manual for imported food control and optimise the manual based upon the trial in coloration with the Lead Consultant Food Control Management.
5. Develop training materials targeted at the needs of SMEs involved in food production, processing, handling and/or export.
6. Assist the NPC to establish national and state steering committees, to recruit a rural community education consultant, and to progress the readiness of the national food analysis laboratory.
7. Prepare an end of mission report, with relevant outputs (training materials, revised SOPs etc.) attached as annex

(Note: List of persona and personal met and itinerary attached as annex 1)

4.1 Organize a workshop in Pohnpei to present the outcome of the need assessment for small and medium enterprises and enable representatives of the food industry to comment on the findings and propose follow up

This was conducted in collaboration with the NPC office and the EPA office of the State. All members of the Food Business Community were invited to the workshop where the finding or outcome of the need assessment was presented to them. The presentation was delivered by virtue of a power point that was very well accepted by the stakeholders.

The feedback was encouraging as food business operators realised the current practices and standard and the need to improve. However, follow up and continuous improvement will depend of the commitment of the inspectors on their roles and likewise on the business operators developing and implementing a food safety culture.

4.2. Present the outcomes of the need assessment for inspection services at both national and state levels to Pohnpei EPA and to the National Food Safety Program Inspectors in Pohnpei

During the discussion with the NPC, it was decided that these feedback sessions be dealt with separately for the two stakeholders (National Food Inspectors and the State (EPA) Food Inspectors).

4.2.1 National

The National Food Inspection Program in Pohnpei has only two inspectors so the feedback session was an interactive session between the writer and the officers. The writer took a lot of time explaining to the inspectors the practical applications as well as the logical reasoning behind the findings or comments. It was the inspectors' consensus agreement that the finding was the true reflection of the way they conduct their work and they wanted to change.

4.2.2 State

The outcome of the need assessment was presented to the inspectors who accepted the finding as a true reflection of their work. Hence the challenge that the writer put forward to the inspectors is to change the way they do things if they wanted to make a difference in their community.

4.3. Together with Pohnpei State Inspectors, trial the draft standard operating procedures manual for inspection and optimize the manual based upon the trial.

The trial of the draft standard operating procedure was done in three phases:

4.3.1 Phase 1: Training (in house)

The writer conducted training for the inspectors on the SOP. This was to enable the inspectors to understand the procedures and also the practical applications of what is required of them. Also an important part of the training was the introduction of the checklist and the classification criteria for non-compliance identified. The training took a lot longer than expected due to unforeseen circumstances like power outage for about 3-4 hours everyday, unavailability of inspectors due to work commitment, absenteeism, and lack of training equipment. Another challenge faced during the introduction of the SOP was the understanding of basic Good Hygiene Practices and its practical application by the inspectors.

4.3.2 Phase 2: Practical Inspection(s)

The writer took the inspectors on real on the job training. This was done to allow the inspectors to trial the SOP and the checklist. Both State and National Inspectors combined on this exercise as inspectors were sent in pairs to food establishments for inspections. While some of the inspectors had picked up some inspections skill and techniques; it will be interesting to see how they will adapt to the changes in the long run.

4.3.3 Phase 3: Assessment and Feedback

After the practical assessment, each inspector is required to assessed his own inspections and provide feedback to the whole team. During this session, the whole team is allowed to ask questions, critique on the findings and the ratings. Inspectors are then required to prepare a corrective action report [CAR] matching non-compliance with recommended corrective actions, which then presented to the Food Business Operator [FBO]. This exercise also helped the inspectors calibrate their judgement on the same or similar non compliance.

During this session, the inspectors raised their appreciation of the reporting method [corrective action report-CAR] saying that “something that had been asked the state auditors and some Food Safety Auditors from the USFDA.”

This exercise was also used by the writer to help the inspectors identify their training needs on areas that they themselves will then educate the Food Business Operators/food handlers and consumers alike. Training requested were on:

- Food Hygiene
- Decision Making
- HACCP
- Foodborne Illness

During the sessions, the writer began to appreciate the need for capacity building for inspectors on food safety. At the same time the attitude of the inspectors and degree of professionalism towards their work was a challenge that the writer continuously raised with the inspectors during training. On the other hand, the inspectors would need to show a lot of passion and commitment and would need leadership that could motivate, coach and guide them to implementing and effectively deliver to their best food inspection services to the consumer in Pohnpei.

4.4. Together with National Food Safety Program Inspectors in Pohnpei trial the draft standard operating procedure manual for imported food control and optimise the manual based upon the trial in coloration with the Lead Consultant Food Control Management

Like the EPA State Inspectors, the writer together with the inspectors and the NPC decided to conduct this exercise into phases.

4.4.1 Phase 1: In house training

The writer conducted a training session with the inspectors on understanding the import principles under Codex Alimentarius. The writer also took the time to go through the draft Standard Operating Procedure in detail with the inspectors. The idea was to get the inspectors to understand and appreciate the principles behind the development of the SOP, see the importance of the change, lift their confidence level and hopefully the courage to put it to work.

4.4.2 Phase 2: Meeting with stakeholders

A meeting between the inspectors and the importers was also organized. This was the first ever meeting between the two stakeholders to have been conducted at any time. Recognising the principles of inclusiveness and transparency, the writer introduced the need to include the stakeholders to get them to understand the changes (proposed) and at the same time get their “by ins” for the smooth transition.

The turn out was overwhelming as the importers appreciated the importance of their role, importance of the inspectors’ role and the food safety needs of the consumer where a lot of them (importers) gave their full support to the improvement of the service.

4.4.3 Phase 3: Implementation of the standard operating procedure

The National Food Safety Program Inspectors were encouraged to start implementing the SOP. They were motivated to improvise with the absence of forms, rubber stamps and register.

During the implementation the writer spent some time helping the inspectors understand the different types of products including types of processes and help them to understand product characteristics that could help them make swift, technical and accurate decision.

The inspectors during the trial voiced their appreciation of the SOP. To facilitate the implementation of the SOP, the writer in consultation with the inspectors worked on developing

an application form, analysis request form and also spent some time trying to improve the way inspectors documented their inspection and reporting format. The new approach is for the inspectors to provide a Corrective Action Report (CAR) for any inspections they conducted and also conduct follow up inspections ensuring that non compliance is identified and corrective actions carried out and closed.

At the same time, the writer foresees that a two-fold challenge that could have some bearings on the implementation of the change and will take commitment, courage and training. None of the inspectors has formal training on Food or Public health, etc. that could at least lay the foundation of this shift. Recognising that, the writer felt that more time should be used to focus on training the inspectors in order to build their capacity level. The lack of courage and fear of failure, which could also be related to lack of knowledge, could also have an impact on the implementation and the sustainability of any change involving the inspectors. The other factor that is vitally important is leadership. Change will require a strong willed leadership who has the passion, commitment, determination and drive to see changes. The writer believes that with a strong leadership who can lead a culture shift in the inspectors and demand accountability will be a recipe for success.

4.5. Develop training materials targeted at the needs of SMEs involved in food production, processing, handling and/or export

The writer during the mission received a lot of request, suggestions and recommendations for the training required or needed by the inspectors and also the Food Business Operators. While the training for the Food handlers on Food Hygiene was a unanimous need, both the state and national inspectors do have their different needs based on the line of client they serve.

The approach was for the writer to develop training materials, train the inspectors on the materials and then the inspectors to continue the training themselves.

4.5.1 National Inspectors

At national inspection level, the development of materials and training was aimed at addressing both dimensions of their roles as Food Inspectors (imported foods) and as Competent Authority for Fisheries product. Specific training aimed at building their capacity as Food Inspectors includes the following:

1. Factors that affect microbial growth,
2. Food borne illness
3. Using the decision tree as a tool for decision-making during inspections.
4. Intention to Import Notification Form

5. Preparation of report and issuance of Corrective Action Report [CAR]

As Competent Authority for Fishery Product, the writer upon the approval of the NPC conducted the following trainings:

1. Good Hygiene Practices (GHP) - The GHP training that encompasses Codex Alimentarius, EU and USFDA legislation aimed at equipping the inspectors at least with some basic knowledge that could help them in their inspections (what to look for, what documents to check etc.).
2. Understanding Fishery Export- EU legislation (Hygiene Package) - The training was conducted to allow the inspectors to appreciate the EU legislation that governs the work of the competent authority
3. Conducting Organoleptic Assessment of Fishery product – The organoleptic assessment training and documentation is important as it gives the inspectors the most basic yet important information about the quality and safety of the fish they are currently certifying for export.
4. Introduction to HACCP
5. Inspections of fishing vessels
6. Preparation of Report and issuance of Corrective action report

4.5.2 State Inspectors

Specific topics covered with the State Inspectors were:

1. Introduction of HACCP: aimed at giving them an appreciation and understanding the 7 principles of HACCP
2. Understanding the principles of Good Hygiene Practice: which is aimed at helping the inspectors, understand, appreciate and improve their inspection skills and hopefully practice.
3. Decision Tree: to equip the inspectors with simple practical tool that they can use to assist them making swift technical decision during their inspection.
4. Understanding High Risk Foods:

For all the above, inspectors (National and EPA) were trained with the aim of building their capacity and knowledge as inspectors that at least provide the basis of growth and sustainability of the project.

4.5.3 Food Hygiene Training for Inspectors

The writer during the mission tried to put together a simple and compact training material for the inspectors on Food Hygiene. This was done to address the findings on the last mission and the

needs raised by the stakeholders and inspectors alike. A three days training on Food Hygiene was conducted with the inspectors (National and EPA). It was aimed at training the inspectors to able to train the food handlers (SMEs) on the key issues of Food Hygiene.

However, the biggest challenge realised and appreciate by the writer were:

1. Lack of experience on training or adult learning by the inspectors,
2. Lack and different level of understanding on the inspectors on food safety. As discussed in this report, only one of the inspectors in both the National and EPA had been through some formal training on public health which had some food safety components at the then Fiji School of Medicine.
3. Lack of commitment, discipline of the inspectors - this according to the writer will and may determine the success of the project and the food safety program in FSM. Unless the inspectors change, it may be impossible or almost impossible to change the results. However, it will require a change in the system that they operate in. There will be need to be some real accountability and responsibility in place, someone in both the EPA and National that could lead and champion the change and mentor the inspectors. The mission could not and will not be able to do that but it will have impact on the overall project. Discipline is important in portraying self image and could mean maintaining a standard. Also in could mean doing the right thing. During the training, staffs turning up late, not turning up at all, turning up unprepared, more concerned about chewing, etc. were some indication of lack of discipline.

Hence, the training was restructured with emphasis on training the inspectors on the training materials but also addressing both the roles, standard of inspectors and also trying to equip the inspectors on some tips of educating adults and building a team scenario or culture.

4.5.4 Food Handlers Training

A meeting with the Food Business Operators was conducted in conjunction with the National Food Safety Program manager and National Project Coordinator and office of the Director of the EPA. This was the first training of this magnitude to be conducted in Pohnpei for the last 30 years and was attended more than 30 food handlers.

The training was opened by the NPC and closed by the Director of the EPA. Inspectors took turns in training the food handlers. While responds from the training (all stakeholders) was interesting and stimulates a lot of discussion and excitement, the challenge will be on the continuity of both the implementation of the law and the training aiming at changing the current food safety culture and instilling a new one.

As stated earlier in this report, both leadership at both the EPA and Nationals needs to find a way to motivate, mentor and champion the course to see its sustainability.

4.6. Assist the NPC to establish national and state steering committees, to recruit a rural community education consultant, and to progress the readiness of the national food analysis laboratory

4.6.1 Steering committees

The writer took the initiative to discuss this subject with the NPC on more than one occasion who confirms that he is going to put more urgency into making sure that these committees are set up. The appointment has to be made by the President who would normally act on the Secretary for Health's advice.

4.6.2 Rural Community Educator

The opportunity has been advertised by the Secretary for Health on the Local Radio Station and received only a single response. The writer had the opportunity to meet the applicant together with NPC to discuss and clarify the current TORs and timeline and hope things could be moved more quickly. It should be noted here that the delay could mean that it would be impossible for the candidate to conduct some meaningful work in December as most people and organisation she may need to work with and consult may be on holiday or already in holiday mood.

4.6.3 National Food laboratory

During the mission, the writer had discussions with the respective personnel on the issue. By the end of the mission, the electricity has been connected and all laboratory equipment received except the bench tops.

ANNEX- 1A: List of People met

Name	Position	Organization	Contact
Albert Roby	Executive Officer	EPA	pniepa1@mail.fm
George Ison	Legal Counsel	EPA	pniepa1@mail.fm
Alfred David	Env Specialist	EPA	pniepa1@mail.fm
Joseph Victor	Env Specialist	EPA	pniepa1@mail.fm
Rusty Carlos	Sanitation Aide	EPA	pniepa1@mail.fm
Clayton Santos	Env Specialist	EPA	pniepa1@mail.fm
Donna Scheuring	Consultant	EPA	pniepa1@mail.fm
Shinmaysin Gonzaga	National Food Inspector (Trainee)	National Food Safety Program	
Wiriel Dewey	National Food Inspector	National Food Safety Program	wdewey@fsmhealth.fm
Martin Mix	Importer	Village Hotel	
Ray Varas		TTCPI	
Dante Florida		Ace Commercial	
Ritsuko Suzuk		Joy Hotel	
Richard Oliver		Namiki Enterprise	
Mike Collin		Ace Hardware	
Anderson Hellan			
Denise Boylan		Ace Hardware	
Merlina Johnny		Yoshie Ent.	
Engleberto		XIX store	
Jennifer Harden		Dollar up	
Pekonia Moya		XIX Store	
Mary Rose			
Richar Monte		NC supply	
McKay Norman		CTSI PNI	
Yulina Solomon		Palm Terrace	
Arthy Nena		Senny's	
M and Welber Walter		NIHCO	
Sweeter Artui		Ray & Dons	

ANNEX 1B: List of participants in the food handlers training

Participant's Name	Name of Business	Contact Number	E-mail Address
Sapino Henry	Kaselehlie Diner	320-1818	None
Penn Edward	South Park	320-2255	None
Monalisa Edward	South Park	320-2255	None
Yolanda Luzama	Wall Mart	320-6541	None
Julius C. Sison	Cupid's Bar & Grill	320-1414	None
Daisy Henry	Cupid's Bar & Grill	320-1414	None
Yusako Lipai	Cliff Hotel Restaurant	320-3090	None
Daniel Jr. Lopez	Nett Ramen	320-4967	None
Pedra Primo	Black Sand	320-5492	None
Terina Tim	7 Stars Inn	320-6147/320- 6124	None
Epifania Peter	Moshimoshi Japanese Take-Out	320-1479	None
Glondra Dannis	Grace's Special Bakery	320-5676	None
Thomas Lucetio	Reino's Place	320-1643	None
Ansy Jona	Leno's Take-Out and Pit Stop Internet Café	320-5772/923- 6304	None
Janet Werner	Mama's Bakery	320-4427	None
Lani Ladore	Sealand Food Court	923-1020/320- 4558	ladorelani@yahoo.com
Julie E. Samuel	Movie Land Restaurant	320-6342/320- 4027	jehmessamuel@gmail.com
Peter Edwin	Sei Restaurant House	320-2659	None
Lisa Abraham	Rusty Anchor Bub -N- Crub	320-8601	None
Miurry Inek	Mama's Kitchen	320-7879	None
William Atem	Red Snapper Restaurant	320-2065	None
Elisa Bernando	Red Snapper Restaurant	320-2065	None
Belinda Joel	S.P Bakery	320-4702	None
Avelino Giggano	S.P Bakery	320-4702	None
Mayleen Lipai	PCR Restaurant	920-8866/923- 1118	None
Arleen Wilson	PCR Restaurant	920-5671	None
Charleen Carl	Lind's Take- Out	320-1559	None
Verna Youngstrom	Rusty Anchor	320-8601	None
Hercules Semes	Bamboo	320-4719	None

Istor Osy	Café Ole	320-5022	None
Beng Feiter	Angie's	320-1480	None
Robert Howerson	Cliff Restaurant	320-2415	None
Elin Perenas	Cliff Restaurant	320-2415	None
Aiwannig Emilios	Cliff Restaurant	320-2415	None

ANNEX 2: Training materials

ANNEX 2.1 FSM CA: Organoleptic evaluation

Name of the establishment:	Approval Number:
Verification Officers:	Representatives of the establishment:
Type of product:	Processing stage:
Date of Verification:	Time:
Vessel name:	Temperature of product:(refer to table below)

Freshness index (FI): A: Good = 3 B: Medium = 2 C: Low = 1 R: Reject = 0
(Conduct Organoleptic evaluation on 5 different fish of each species)

Criteria	Evaluation				Average	Temperature	Comments
	3	2	1	0			
Skin	3	2	1	0			
Pigmentation							
Slime							
Smell							
Eyes	3	2	1	0			
Convexity							
Bloodiness							
Operculum	3	2	1	0			
Colour							
Slime							
Gills	3	2	1	0			
Colour							
Slime							
Smell							
Viscera	3	2	1	0			
Smell							
Belly Burnt							
Texture	3	2	1	0			
Response to finger pressure							
Total Average							
Parasite- Visual check					Number visible	Not visible	Action taken
Freshness index							
From 3 to 2.7 = A	Observations						
From 2.7 to 2 = B							
From 2 to 1.5 = C							
From 1.5 to 0 = R							

ANNEX 2.2 Inspection Non compliance and Corrective Action report from for CA

NCCA1 Non Compliances & Correct Actions Report		
Facility Audited: Fishing Vessel <input type="radio"/> Processing Establishment <input type="radio"/> Ice Plant <input type="radio"/> Transport <input type="radio"/> Landing Site <input type="radio"/>		Audit Number:
FBO Contact Number:	Company Contact:	
EU Approval No.	Audit Date/Time:	
Registration No:		
Audit Type/Objectives:		
Checklist used:		
Persons Present During Audit:		
CA Inspector:		
FBO Representative:		
Section 1: Non Compliances Identified		
Checklist Section	Evidence	CAR Ref
Recommendations:		
Inspector's Signature:		Date:
FBO Representative's Signature:		
Position in Establishment:		

ANNEX 2.3 FSM CA Vessel Data Sheet

Vessel Data Sheet			FVD1
Date: _____	Inspection Place	_____	
Inspectors Name: _____	Inspection Ref		_____
Time spent for on Inspection; From _____	To _____	Hours _____	
Vessel Details			
Vessel Name: _____	Registration Number: _____		_____
Flag Country _____	Inspection Ref		_____
Vessel Approval Reference Number: _____	Vessel Approval Date: _____		_____
Vessel Owner: Name _____	Tel: _____		_____
Address: _____	_____		
Quality Manager Name _____	Number of Crew: _____		_____
Vessel Type	[] Transport [] Factory [] RSW [] Ice [] Brine [] Freezer		
Fishing Methods	(A Vessel can have multiple fishing methods)		
	Type 1: Trawler.		
	Type 2: Long line.		
	Type 3: Pole and Line.		
	Type 4: Purse Seiners.		
	Type 5: Gill Netting.		
	Type 7: Deep Sea Fishing.		(Please State)
	Type 8: Other		_____

ANNEX 2.4 Checklist for Vessel Inspection: Assessment of RSW / Freezer Vessels and Ice

<i>Based on directives and EU Regulations 852, 853/2004</i>	
Applies to vessels holding fish for more than 24 hrs	
Vessel name Registration No. Country of Registration EU Approval No. Fishing Permit No.	
Verification Officers (CA Officers)	FBO representative
Verification harbour/Landing Site:	Date and time of verification

mi=Minor non-conformity *Ma*= Major Non conformity *S*= Serious non conformity *C*=Critical non-conformity

Type of vessel:	<input type="checkbox"/> Freezer	<input type="checkbox"/> RSW	<input type="checkbox"/> Ice		
Construction and material	mi	Ma	S	C	Comments
1. Fish Receiving/handling area					
1.1 Is the area in good condition/clean?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Adequate space for hygienic work?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Protected from direct sunlight?		<input type="checkbox"/>	<input type="checkbox"/>		
1.4 Protected from other potentials contaminations?		<input type="checkbox"/>	<input type="checkbox"/>		
1.5 Is the deck surface easy to clean?			<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Is potable water/CSW available for cleaning?				<input type="checkbox"/>	
1.7 Proper drainage of waster water?		<input type="checkbox"/>	<input type="checkbox"/>		
1.8 Hand washing facilities available with non hand operated taps, disposable towels, and soap/sanitiser?		<input type="checkbox"/>	<input type="checkbox"/>		
2. Fish handling tools and equipments					
2.1 Made of non corrosive/impervious materials?		<input type="checkbox"/>	<input type="checkbox"/>		
2.2 Easy to clean and disinfect?		<input type="checkbox"/>	<input type="checkbox"/>		
3. Materials, containers for chill/cold storage					
3.1 Holds, containers, tanks used only to store fish, easy to clean, sufficient?			<input type="checkbox"/>		
3.2 Separated holds for sub products?		<input type="checkbox"/>			
3.3 Separated room for packaging materials storage?		<input type="checkbox"/>	<input type="checkbox"/>		
3.4 Separate/lockable place to store disinfectant and additives?		<input type="checkbox"/>	<input type="checkbox"/>		
3.5 Holds made of non corrosive, impervious and easy to clean material?			<input type="checkbox"/>	<input type="checkbox"/>	

	mi	Ma	S	C	Comments
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4. Availability of potable water or clean sea water				
4.1 Potable water available?			<input type="checkbox"/>	
4.2 Potable water quality tested at source?			<input type="checkbox"/>	<input type="checkbox"/>
4.3 Potable water and CSW pipelines identified by colour?			<input type="checkbox"/>	<input type="checkbox"/>
5. Waster water disposal				
5.1 Disposal of waste water adequate, avoiding contamination of clean/ potable water, FP and contact surfaces?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Toilets facilities				
6.1 Adequate number of hand washing facilities?			<input type="checkbox"/>	<input type="checkbox"/>
6.2 Taps and hand basin non hand operated?		<input type="checkbox"/>	<input type="checkbox"/>	
6.3 Disposable hand towels?		<input type="checkbox"/>	<input type="checkbox"/>	
6.4 Soap and disinfectant available?			<input type="checkbox"/>	
6.5 Toilet paper available?			<input type="checkbox"/>	
6.6 Toilet in good repairs and clean?			<input type="checkbox"/>	<input type="checkbox"/>
6.7 Toilets not directly connected with the working areas			<input type="checkbox"/>	
6.8 Toilet equipped with automatic flushing?			<input type="checkbox"/>	
7. Freezing and storing facilities				
7.1 Freezing capacity sufficient?(max 6 hours at -18°C			<input type="checkbox"/>	<input type="checkbox"/>
7.2 Cold storage facilities capacity sufficient to provide (T< -18°C in general or T < -9°C if frozen in brine destination to canning)			<input type="checkbox"/>	<input type="checkbox"/>
7.3 Storage room equipped with continuous recording?			<input type="checkbox"/>	<input type="checkbox"/>
7.4 Thermometer sensor placed in the warmest area?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ice availability and production				
8.1 Ice produce from potable water or CSW			<input type="checkbox"/>	
8.2 Available in sufficient quantity as required			<input type="checkbox"/>	
Sanitary requirements Related to The Hygienic maintenance and operation				
9. Quality Monitoring Personnel available				
9.1 Good Hygiene Practices manual in place?			<input type="checkbox"/>	
9.2 Trained crew members responsible for application of GHP			<input type="checkbox"/>	
9.3 Temperature monitoring and records available			<input type="checkbox"/>	<input type="checkbox"/>
9.4 Hygiene and disinfection SSOPs and records available			<input type="checkbox"/>	<input type="checkbox"/>
9.5 Water quality monitoring SSOP available. Record up to date			<input type="checkbox"/>	<input type="checkbox"/>
9.6 Pest control SSOP and records available			<input type="checkbox"/>	<input type="checkbox"/>
9.7 Records of GHP training available			<input type="checkbox"/>	<input type="checkbox"/>

9.8 Medical certificate for each worker in contact with fish products available				<input type="checkbox"/>	
10. Hygiene of facilities and tools					
10.1 Maintained in good condition and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.2 Rodenticides, insecticides, disinfectants and other toxic chemicals stored in a lockable place			<input type="checkbox"/>	<input type="checkbox"/>	
10.3 When FP is handled, working places used only for fishery products and related operations		<input type="checkbox"/>	<input type="checkbox"/>		
10.4 Only potable or CSW used in contact with the products and working surfaces			<input type="checkbox"/>	<input type="checkbox"/>	
10.5 Disinfectant and detergents/soaps approved			<input type="checkbox"/>		
10.6 Facilities and tools disinfected at least once a day			<input type="checkbox"/>		

	mi	Ma	S	C	Comments
11. Personnel hygiene					
11.1 Personnel handling products hygienically?			<input type="checkbox"/>	<input type="checkbox"/>	
11.2 Hands washed each time work is resumed		<input type="checkbox"/>	<input type="checkbox"/>		
11.3 Hands-wounds properly covered with impervious materials			<input type="checkbox"/>		
11.4 Spitting, smoking, eating, not allowed in the working/storing area. Prohibition notice displayed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.5 Hygienic crew accommodation	<input type="checkbox"/>	<input type="checkbox"/>			
12. Parasites control					
12.1 Documented system for parasite control? Records?		<input type="checkbox"/>	<input type="checkbox"/>		
12.2 Includes visual inspection, removal and o freezing to <-20C° for 24hs?		<input type="checkbox"/>	<input type="checkbox"/>		
13. Fresh products					
13.1 Eventual Heading and Gutting done hygienically			<input type="checkbox"/>	<input type="checkbox"/>	
13.2 Headed and gutted fish thoroughly washed with potable or CSW, immediately after the operation		<input type="checkbox"/>	<input type="checkbox"/>		
13.3 Products placed under ice or freezing without delay		<input type="checkbox"/>	<input type="checkbox"/>		
13.4 Guts and potentially dangerous parts for the consumer separated from the products			<input type="checkbox"/>	<input type="checkbox"/>	
14. Frozen products storage					

14.1 Temperature recorded at required intervals		[]	[]		
General comments					
Evaluation of Compliance					

Verifiers name and
Signature

FBO representative name and
Signature

ANNEX 2.5 Decision Tree Presentation

<p>Decision tree</p> <p>Jope Tamani FAO consultant</p>	<pre>graph TD; A[Is an observed condition contrary to the Food Safety Regulations?] -- Yes --> B[Does the observed condition result in a health hazard?]; A -- No --> C[No further action necessary]; B --> D[]; B --> E[];</pre>
<p>What it is?</p> <ul style="list-style-type: none">□□□	<pre>graph TD; A[Has product been shipped to the market place?] -- Yes --> B[Action: Advise supervisor and plant management; recall action may be required. Sample]; A -- No --> C[Action: Advise supervisor and plant management; place hold on any product at facility, Sample];</pre>
<p>Types of conditions</p> <ul style="list-style-type: none">□□□□	<p>THANK YOU</p>

ANNEX 5 Sample submission and test request form

SSF - Sample Submission & Test Request Form		Ref. Number:
Name of Laboratory:		
Address of Laboratory:		
Tel / Fax:		
Sample code number		
Type of sample:	(i) (ii) (iii)	
Sample origination		
Weight:		
Date of submission		
Other information		
Sample test parameters to be analysed	(i) (ii)	
Date the test results are required		
Other relevant additional information		
	Requesting Authorised Officer:	Receiving Authorised Officer
Name		
Title		
Signature and Stamps:		
Date:		