

Phương thức kiểm tra

I. Đối với các doanh nghiệp được kiểm tra thông qua hình thức hồ sơ (document review)

Hồ sơ được yêu cầu chuẩn bị bao gồm:

- (1) Phiếu tự đánh giá điều kiện cơ sở (Checklist for Foreign Food Facility)
- (2) Bản scan Giấy đăng ký kinh doanh
- (3) Các tài liệu bổ sung và ảnh chụp thực tế tại cơ sở (chi tiết hướng dẫn tại trang 2-8).

Hồ sơ hoàn thiện đề nghị gửi trực tiếp tới đầu mối MFDS **trước ngày 30 tháng 6 năm 2021** theo địa chỉ email: mfdsoip@korea.kr hoặc intmfds@korea.kr.

* *Lưu ý:* các doanh nghiệp xuất khẩu sản phẩm thuộc nhóm sản phẩm động vật (phân loại Live stock tại cột C của danh sách) sẽ được kiểm tra bởi cơ quan có thẩm quyền tại Việt Nam.

II. Đối với doanh nghiệp được kiểm tra thông qua hình thức họp trực tuyến (video audit)

Đại diện MFDS sẽ liên hệ trực tiếp với doanh nghiệp thông qua địa chỉ email đã được doanh nghiệp cung cấp tới hệ thống thông tin của MFDS để triển khai hoạt động kiểm tra.

<Example of how to complete Checklist for Foreign Food Facility>

Evaluation Item	Major	General	Remark
Sanitation controls of environment			
1. Buildings and water sources such as underground water shall be located at a place distant from contaminant-generating facilities so that food products are not adversely affected by livestock waste, sewage, chemicals and other contaminants. *This may not apply when buildings which are in an enclosed system have air-handling systems or when measures against potential contamination are provided.		Mark O, X or NA	Reason for such mark
2. Access to buildings where food products are handled shall be restricted to avoid unauthorized access. .		Mark O, X or NA	Reason for such mark
3. Facilities to treat wastes or waste water shall be located separate from those for processing of food products.		Mark O, X or NA	Reason for such mark
Sanitation controls of working area			
4. Working areas shall be in independent buildings or separated in different rooms through walls or on different floors (hereinafter referred to as 'separated') from facilities for purposes other than food manufacturing or processing (such as offices) and shall be kept clean.	Mark O, X or NA		Reason for such mark
5. Working areas include raw material processing rooms, production / processing rooms, packaging rooms, storage rooms and other rooms needed for manufacture/ processing of food products and each of the areas shall be separated or segregated by partitions, curtains or other means (hereinafter referred to as 'segregated'). * This may not apply when it is deemed unnecessary to have separation or segregation owing to the automation of production processes or others.		Mark O, X or NA	Reason for such mark
6. Working area's doors, windows, walls, ceilings and others shall have no leakage and shall be equipped with enclosed structures to protect against extraneous contaminants, rainwater, pests, rodents or others.		Mark O, X or NA	Reason for such mark

○ How to determine non-compliance

① Converting items into a percentage: The percentage of "Compliant (O)" items is calculated; a) "Compliant", when the percentage is greater than or equal to 85%, b) "Corrective action required", when it is less than 85% and greater than or equal to 70%, and c) "Non-compliant", when it is less than 70%.
② No. of "failed" major items: Items highlighted in bold are major ones. If even a single major item is identified as "X (Non-compliant)", the final result shall be "Non-compliant".
③ Final result: If "Non-compliant" is concluded in either of ① or ②, then the final result shall be "Non-compliant".

2. Business license (registration certificate)

- It refers to a document or a registration certificate verifying that the business premises and its facility are legally registered pursuant to the relevant regulations of the exporting country.

* Please submit a certificate of registration indicating the facility name and address.

3. Required Supporting Documentation

○ Processed Food, Fishery Product (excluding Ship), Livestock Product

Type	No.	Required Information
Document	1	A calibration report for temperature instruments
	2	A finished product testing report
	3	A health examination or a program(corporate policy) to control personnel diseases
	4	A water quality report (applicable when groundwater is used)
Photo	5	Photo(s) to verify segregation/separation of each working room
	6	Photo(s) of an exit/entrance door
	7	Photo(s) of a drain
	8	Photo(s) of manufacturing sites (e.g. floors, walls, ceilings, etc.)
	9	Photo(s) of a ventilation system
	10	Photo(s) to verify pest control (e.g. insect-catching lamp, insect-proof screen, etc.)
	11	Photo(s) to measure illuminance
	12	Photo(s) of storage of cleaning agents/sanitizers
	13	Photo(s) of thermometers or a temperature control system
	14	Photo(s) of a light cover
	15	Photo(s) of a hand-washing facility
	16	Photo(s) to verify sanitary management of machine/equipment
	17	Photo(s) of a manufacturing(processing) room or filling(packing) room
	18	Photo(s) to verify separate storage of non-conforming products
	19	Photo(s) of employees wearing sanitary equipment
	20	Photo(s) to verify storage of sanitary clothes and shoes





○ Fishery Product (Ship)


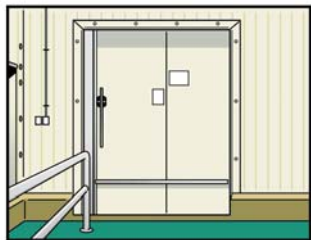

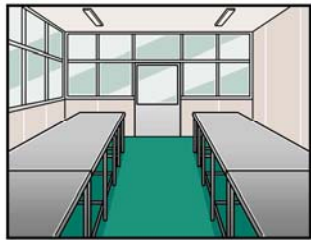
Type	No.	Required Information
Document	1	A pest control log (record)
	2	A cleaning/sanitization log (record)
	3	A water quality report
	4	Flow diagram(s)
Photo	5	Photo(s) of a storage warehouse
	6	Photo(s) of temperature management (e.g. thermometer)

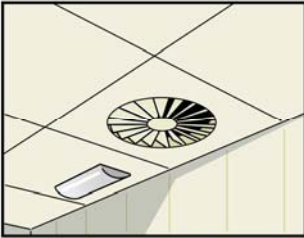
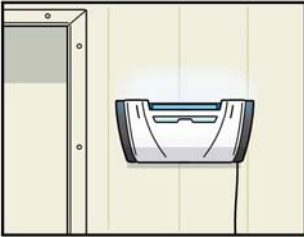

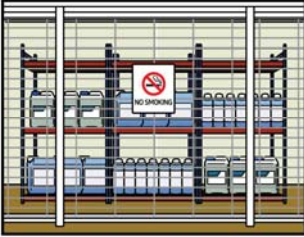
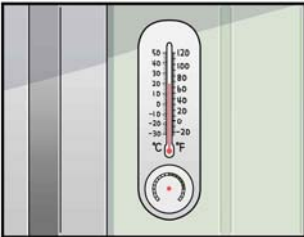
☐ Submission Method






○ Please email us at mfdsoip@korea.kr or intmfdsoip@korea.kr


☐ Detailed Example on Required Documentation

Required File	Description	Example (image)
<p>1. A calibration report for temperature instruments</p>	<p>A calibration report issued by an accredited calibration agency to verify the accuracy of temperature instruments installed for the production, processing and storage of foods. (Instrument name, calibration date and the result should be included in the report.)</p> <p>* Please submit the latest report completed less than a year ago (i.e. data collected in 2020 or this year)</p>	
<p>2. A finished product testing report</p>	<p>A test report issued by an accredited testing agency or the facility's own laboratory to verify the safety of finished products. (Sample name, test date, manufacturing date, test items, test criteria and test result should be included in the report.)</p> <p>* Please submit the latest test result conducted less than a year ago (i.e. test conducted in 2020 or this year)</p>	
<p>3. A health examination record or a program (policy) to manage personnel diseases</p>	<p>A record on personnel infectious disease tests and the results or a corporate policy to manage employee diseases.</p> <p>* Please submit the latest test result conducted less than a year ago (i.e. test conducted in 2020 or this year)</p>	
<p>4. A water quality report (applicable when groundwater is used)</p>	<p>A water quality report certifying that the water used for food processing and production complies with potable water standards. The water quality must be tested by an accredited agency according to the water quality standards and test frequency set by the exporting country.</p> <p>* This applies when groundwater is used. If</p>	

Required File	Description	Example (image)
	<p>the facility uses tap water, a water bill is required instead.</p> <p>** Please submit the latest test result conducted less than a year ago. (i.e. test conducted in 2020 or this year)</p>	
5. Photo(s) to verify segregation/separation of each working room	<p>Photo(s) to demonstrate the raw material room is divided/separated from the production/processing room.</p> <p>e.g. Supporting materials proving that each working room is divided/separated. They can include a layout or photo(s) of each room.</p>	
6. Photo(s) of the exit/entrance	<p>Photo(s) to verify an enclosed structure or sealing of the working area or working room designed to protect against exterior contamination.</p> <p>e.g. photo of the entrance door in the working area(room)</p>	
7. Photo(s) of a drain	<p>Photo(s) to verify an appropriate management of drainage/deposits.</p> <p>e.g. photo of drains</p>	
8. Photo(s) of the manufacturing sites (floor, wall, and ceiling)	<p>Photo(s) to show the conditions/materials of floors, walls and ceilings in the food production area.</p> <p>e.g. each photo for floor, wall and ceiling in the manufacturing premises.</p>	

Required File	Description	Example (image)
9. Photo(s) of a ventilation system	<p>Photo(s) to demonstrate the installation and management of a ventilation system in the working area.</p> <p>e.g. photo of a ventilation system</p>	
10. Photo(s) to verify pest control (e.g. insect-catching lamp, insect-proof screen, etc.)	<p>Photo(s) to verify the installation of insect-catching lamps, mouse traps, insect-proof screens, etc. in the working area.</p> <p>e.g. photo of insect-catching lamps, insect-proof screens, etc.</p>	
11. Photo(s) to measure illuminance	<p>Photo(s) to verify the results of measured light intensity in the working area.</p> <p>e.g. photo of illuminance readings</p>	
12. Photo(s) of storage of cleaning agents/sanitizers	<p>Photo(s) to verify the separate storage of cleaning agents/sanitizers from food-handling areas.</p> <p>e.g. photo of cleaning agent/sanitizer storage area</p>	
13. Photo(s) of thermometers or a temperature control system	<p>Photo(s) of temperature instruments such as thermometers to verify/monitor temperature levels in the working area.</p> <p>e.g. photo of thermometer or temperature control system installed in the working area</p>	

Required File	Description	Example (image)
14. Photo(s) of lighting fixtures	<p>Photo(s) to verify protective equipment designed to prevent broken lighting fixtures from scattering or from getting into raw/other materials in the working area.</p> <p>e.g. close-up photo of lights</p>	
15. Photo(s) of hand-washing facilities	<p>Photo(s) to verify a hand-washing facility/sanitation facility in the food production area.</p> <p>e.g. photo of hand-washing/sanitation facility</p>	
16. Photo(s) to verify sanitary management of machine/equipment	<p>Photo(s) to demonstrate that machines/equipment used for food processing and production are maintained in clean and sanitary conditions.</p> <p>e.g. photos of main production machinery such as mixer, conveyor belt, etc. At least two photos required.</p>	
17. Photo(s) of manufacturing (processing) room or filling(packaging) room	<p>Photo(s) to demonstrate that working rooms such as a food-handling room are kept clean at all times.</p> <p>e.g. photo of manufacturing(processing) room or filling(packaging) room</p>	
18. Photo(s) to verify separate storage of non-compliant products	<p>Photo(s) to verify the separate storage of non-conforming items.</p> <p>e.g. photo of a place to store non-compliant products</p>	

Required File	Description	Example (image)
19. Photo(s) of employees wearing sanitary equipment	<p>Photo(s) to verify employees engaged in food production are wearing sanitary clothes, shoes , head nets, and others.</p> <p>e.g. photo of employees wearing sanitary equipment or photo of poster(s) describing how to wear sanitary equipment for each working room</p>	
20. Photo(s) of sanitary clothes/shoes storage	<p>Photo(s) to verify sanitary clothes, shoes for employees engaged in food production are kept in a clean manner.</p> <p>e.g. photo of sanitary clothes/shoes storage</p>	