

**Checklist for meat-processing factories ahead of the Russian inspection  
(For the period of preparation and organisation of the inspection)**

**1. General information on the enterprise’s activities:**

1.1. Name of enterprise:	
1.2. State registration number	
1.3. Testifying document certified by the competent authorities (attached)	
1.4. Address of the factory (complete with indication of the administrative district, municipality, county etc)	
1.5. Types of activities the factory deals with (slaughter of cattle/pigs/poultry; processing (butchering) and packing of meat; cold stores; slicing or other)	
1.6. Date of construction and date of beginning of exploitation (initial)	
1.7. Date of the latest maintenance repairs; short description of the work carried out	
1.8. Over number of staff working in the factory (as of the visit):	
a) Factory staff, including administrative staff	
• Overall number including	
– Veterinary officers	
– Veterinary technical staff (assistants etc)	
b) <u>Civil servants</u> (working) in the factory	
• overall	
– including veterinary officers	
1.9. Number of shifts. Length of shifts (hours)	

1.10. Production capacity of the factory	
a) <u>planned</u>	
– slaughter (heads of cattle per day)	
– processing (tons per day)	
– storing (at a given time) (tons)	
b) <u>factual</u> (currently)	
– slaughter (heads of cattle per day)	
– processing (tons per day)	
– storing (at a given time) (tons)	
1.11. List of countries to which the factory is officially entitled to export by the competent authorities of the country	
1.12. Start date of exports to Russia (month and year)	
1.13. Date of the latest shipment to Russia (with veterinary certificate attached)	
1.14. Information about the suppliers (of slaughtered cattle or meat – for processing / butchering factories- or products – for cold stores):	
– Number of suppliers	
– Maximum distance between suppliers and factory	
– Overall number of cattle in all supplying farms	
– If slaughtered cattle / meat / meat products from other countries are processed at the factory, indicate the list of supplying countries as well as their respective percentage it accounts for (with regards to the overall volume supplied to the factory)	

1.15. Volume produced in 2006, 2007, 2008 (in tons):  
a) Meat (chilled, frozen),

b) Internal organs and other raw meat products (liver, hearts, tongues, skin, tails etc.)

	Chilled meat	Frozen meat	Internal organs and other raw meat products
2006			
2007			
2008			

1.16. Markets in which the factory's products are sold (number of tons):

	2006	2007	2008
• Internal markets			
• EU markets			
• In third countries			
– Including Russia			

**2. Documentation** (to be prepared and classified ahead of the Russian inspectors' visit in order to facilitate operative work):

- 2.1. Plan of the layout of the factory.
- 2.2. All the Acts/ Reports of the state veterinary service for 2006, 2007, and 2008 with relation to the factory
- 2.3. All copies of the veterinary certificates or internal documents on the products exported to Russia in 2007-2008.
- 2.4. All laboratory tests carried out on the animals and the meat products in relation to food safety measures, classified by year with the tested object outlined (blood, urine, meat, liver, kidney etc)

a) According to state programmes, including:

	2006		2007		2008	
	Tested object	Number of tests	Tested object	Number of tests	Tested object	Number of tests
• Toxic elements:						
– lead						
– arsenic						
– cadmium						
– mercury						
• Antibiotics:						
– cloramphenicol						
– tetracyclinum group						
– grizin						
– bacitracin						
• Pesticides:						
– Hexaclorocyclohexanes						
– DDT and its metabolites						
• Dioxins						
• Radionuclides:						
– caesium-137 (Bq/Kg)						
– strontium-90 (Bq/Kg)						

b) According to the factory's own programme :

- 2.5. Certified material and results of the tests regarding the products' safety (to be classified ahead of the visit)
- According to state programmes (with types of tests indicated – in order to detect heavy metals, toxic elements, antibiotics, dioxins, radionuclides etc)
  - According to the factory's own programme (or programme elaborated by a commercial group / organisation/ trust group).

## Points for the Russian inspectors to examine in the course of the inspection of meat-processing factories

## II

### 1. General questions

1.1. Presence on the grounds of the factory of Russian norms/ standards and requirements for exported products; how is it made available (in the language of the country visited; list of documents)
1.2. Was the factory ( <i>producing pork or poultry</i> ) visited by a commission of a competent authority prior to sending generic lists of enterprises to the Russian Federation, thereby guaranteeing that Russian requirements are fully met (document proving the commission's visit and the fulfilment of the Russian requirements attached). What level of Competent Authority was involved (commission from a Central state body, autonomous regional body, local body, state veterinary officer on the grounds of the factory)
1.3. Epizootic characteristics of the processing zone. Anti-epizootic work carried out in the processing zone.
1.4. Presence of accompanying documentation for the animals sent to slaughter
1.5. Organisation and identification procedures: from the slaughter of the animals until the release of the final products from the fridges.

### 2. Territory and layout

2.1. Condition of the territory of the factory and adjacent ways of transport.
2.2. Condition of the processing facilities and auxiliary facilities
2.3. Water supply in the factory. Control of the quality and safety of water used in technical procedures.
2.4. Presence and efficiency of the sewage system and pipes and control of their use.
2.5. Lighting, heating, ventilation and air conditioning.
2.6. Organisation and enforcement of disinfecting procedures, rat control and insect control.

### **3. Processing facilities and technical procedures**

3.1. Veterinary and sanitary condition of the enclosure where the cattle is kept prior to slaughter (Territory, facilities, enclosure etc). Presence and condition of veterinary facilities.
3.2. Facilities for the enforcement of pre-slaughter inspections of animals (including thermometers if required) in slaughterhouses.
3.3. Fulfilment of sanitary and veterinary requirements during the following

procedures: stunning, bleeding, skinning (in order to prevent dirt from the surface of the skin coming into contact with meat), removal of spinal cord, removal of internal organs from the carcass.

3.4. Procedure of counting and identifying heads of cattle, internal organs, carcasses in the slaughterhouse.

3.5. Procedure of inspection and veterinary and sanitary expertise on heads of cattle, internal organs and carcasses.

3.6. Systems of removal, gathering, identification and destruction of products which present a risk (for cattle).

3.7. Procedure of post-slaughter inspections to detect trichinosis. Enforcement of the methods of testing. Indicate percentage of animals selected for testing relative to the overall number of animal slaughtered. (for pigs)

<p>3.8. Presence of controls beyond the organisation and enforcement according to sanitary norms of the processing of carcasses, half-carcasses, quarters of carcasses.</p>
<p>3.9. Procedure of veterinary stamping/ branding.</p>
<p>3.10. Presence of technical production facilities and control of the veterinary and sanitary requirements during the utilization of ‘confiscated products’ and during the preparation of flour made from bones and meat.</p>
<p>3.11. Location of technical equipment in the processing facilities. Compliance with the principle of no intersection of technical production lines.</p>
<p>3.12. Presence of a separate cold room to store meat exported to Russia.</p>
<p>3.13. Compliance with temperature norms in meat processing facilities and in cold rooms.</p>



#### 4. Control

4.1. Organisation and structure of controls during the boning, cutting and pre-packing of the meat.
4.2. Systems of temperature controls of food products (what stages is it carried out at according to registers). Inspection from official / competent authorities. How is the relevant documentation formalised, and who is in charge of it.
In the event of a break in the temperature chain during processing, how is the period of time for which such an event is deemed permissible determined (according to HACCP documents)
4.3. Organisation and structure of control of the final product ready to be released for sale or further processing.

<p>4.4. Frequency of state laboratory controls and factory's own laboratory controls (for water, raw materials, products, cold room equipment, quality of washing, disinfection of facilities and equipment, etc)</p>						
<p>4.5. Levels of microbiological indicators for fresh meat.</p>						
<p>4.6. Methodology and structure of control of the permissible level of microbiological indicators</p> <ul style="list-style-type: none"> <li>• Realised by the factory</li> </ul>						
<ul style="list-style-type: none"> <li>• Realised by official/competent authorities</li> </ul>						
<p>Institutions which carry out laboratory testing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">–Laboratory of the factory</td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 2px;">–Private laboratories</td> <td></td> </tr> <tr> <td style="padding: 2px;">–State laboratories</td> <td></td> </tr> </table>	–Laboratory of the factory		–Private laboratories		–State laboratories	
–Laboratory of the factory						
–Private laboratories						
–State laboratories						
<p>It is necessary for private laboratories, including the factory's own laboratories, to be accredited by the state</p>						

## 5. Functionality of systems of self-control in the factory (HACCP)

5.1. Presence of systems of production control for the safety of products of animal origin.
5.2. Systematic and regular audits of the management system of food safety take place <ul style="list-style-type: none"><li>• by the factory</li><li>• by the competent body</li></ul>
5.3. Implementation of the principles of self-control (HACCP) <ul style="list-style-type: none"><li>• Potential risks are determined at all stages of the technical production line</li></ul>
<ul style="list-style-type: none"><li>• Critical Control Points are in evidence at all stages of the technical production line.</li></ul>
<ul style="list-style-type: none"><li>• Permissible levels and meaning of all parameters at Critical Control Points are established</li></ul>
<ul style="list-style-type: none"><li>• Monitoring of the Critical Control Points is carried out</li></ul>
<ul style="list-style-type: none"><li>• A Plan of action determining corrective actions to be taken has been established and is enforced.</li></ul>
<ul style="list-style-type: none"><li>• Procedures for registering data have been established and are enforced.</li></ul>

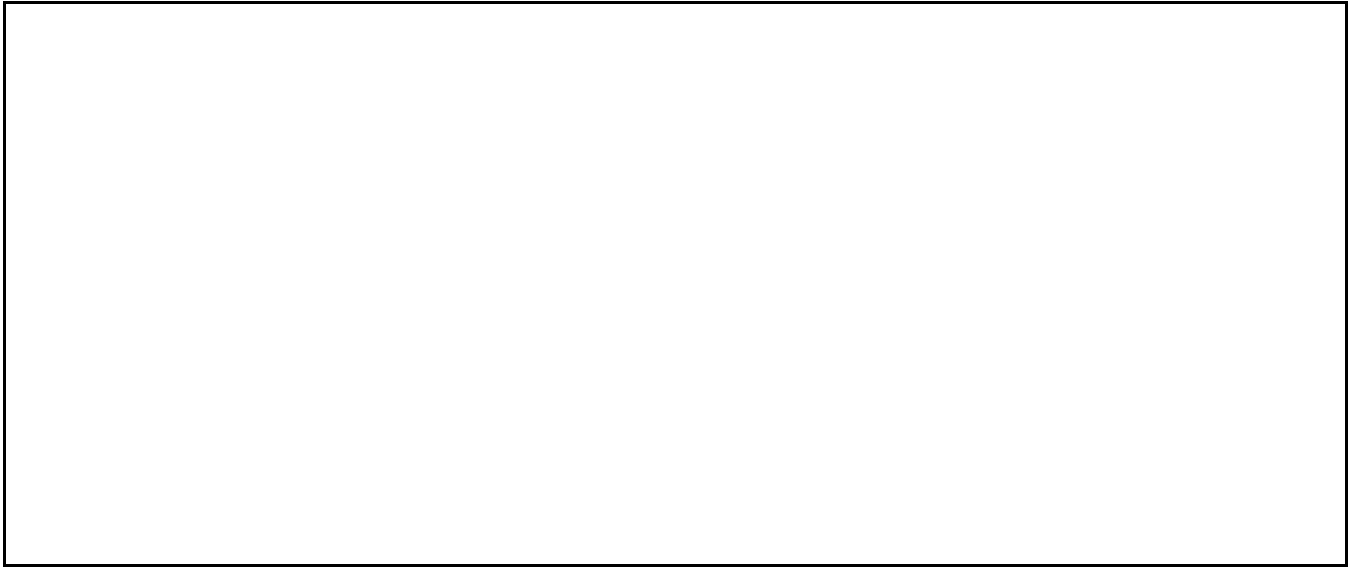
<p>5.4. Enforcement of the principles of the HACCP system in the factory:</p> <ul style="list-style-type: none"> <li>– Frequency of disinfection and cleaning of equipment has been established</li> </ul>
<ul style="list-style-type: none"> <li>– Presence of a statement by the suppliers confirming that materials used for the construction of the factory’s facilities are safe (the surface of the floor and walls must be made from non-toxic materials)</li> </ul>
<ul style="list-style-type: none"> <li>– Documents attesting that the principles and requirements of HACCP have been taught (or presence of a manual for reference)</li> </ul>
<ul style="list-style-type: none"> <li>– Records of HACCP controls carried out in storehouses by high-ranked workers (HACCP training of the storehouses’ managers)</li> </ul>
<ul style="list-style-type: none"> <li>– Staff must have been made aware of hygiene standards (list compiled during training or detailed description).</li> </ul>
<p>5.5. For the workers having been hired after having worked previously at the factory, they must be made aware of the system of self-control of the factory (HACCP) and must be trained in hygiene standards (documents)</p>
<p>5.6. Procedures for the medical examination of the employees of the factory, including laboratory analyses, are in place. Special attention is paid to employees involved in raw meat processing for further consumption.</p>

5.7. Organisation and procedure of controls by official/ competent authorities for the compliance of the factory staff to personal hygiene standards.
5.8. The system of self-control of the factory (HACCP) is modified when a new product or machinery is introduced, when there are repair works carried out; this includes the process of registering data.

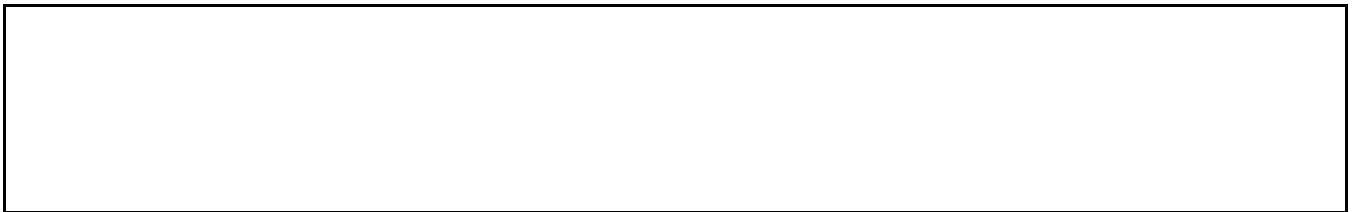
**6. Shortcomings observed in the factory**

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**7. Apart from that, after inspection it has been established that:**

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**8. Suggestions**

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**Hygienic requirements for food safety (according to SanPiN 2.3.2.1078-01) –**  
for reference, for Russian inspectors

	<b>Meat of slaughtered animals</b>	<b>Sub-products of slaughtered animals</b>	<b>Poultry meat , mg/kg</b>	<b>Sub-products of poultry, mg/kg</b>
• <b>Toxic elements</b> (mg/kg):				
– lead	0,5	0,6 (kidney 1,0)	0,5	0,6
– arsenic	0,1	1,0	0,1	1,0
– cadmium	0,05	0,3 (kidney 1,0)	0,05	0,3
– mercury	0,03	0,1 (kidney 0,2)	0,03	0,1
• <b>Antibiotics</b> (mg/kg):				
– cloramphenical	Not permitted	Not permitted	Not permitted	Not permitted
– tetracyclinum group	Not permitted	Not permitted	Not permitted	Not permitted
– grizin	Not permitted	Not permitted	Not permitted	Not permitted
– bacitracin	Not permitted	Not permitted	Not permitted	Not permitted
• <b>pesticides</b> (mg/kg):				
– Hexachlorocyclohexanes	0,1	0,1	0,1	0,1
– DDT and its metabolites	0,1	0,1	0,1	0,1
• <b>dioxins</b> (mg/kg):	0,000003 beef, lamb 0,000001 pork	0,000006	0,000002	0,000006
• <b>radionuclides:</b>				
– caesium -137 (Bq/kg)	160	160	180	180
– strontium -90 (Bq/ kg)	50	50	80	80

• **Microbiological indicators:**

<u>All types of slaughtered animals:</u>	<b>Fresh meat</b>	<b>Chilled meat</b>	<b>Frozen meat</b>	<b>Frozen sub-products</b>
– QMAFAnM (KOE/г)	10	$1 \times 10^3$	$5 \times 10^5$	
– BGKP (mass of the product (g), for which it is not permitted)	1	0,1	0,001	
– Pathogenic, including salmonella (Mass of the product (g), for which it is not permitted)	25	25	25	25

<u>Poultry :</u>	<b>Carcasses and meat of poultry (frozen)</b>	<b>Carcasses and meat of poultry, prepacked, frozen</b>	<b>Poultry meat mechanically processed frozen in blocks</b>	<b>Sub-products, semi-finished products made from poultry</b>
– QMAFAnM (KOE/г)	$1 \times 10^5$	$5 \times 10^5$	$1 \times 10^6$	$1 \times 10^6$
– BGKP (mass of the product (g), for which it is not permitted)	1	0,1	0,001	
– Pathogenic, including salmonella (Mass of the product (g), for which it is not permitted)	25	25	25	25