

**FACILITY INSPECTION CHECKLIST FOR HEAT-TREATED PET FOOD AND TREATS
IMPORTED INTO CANADA**

GENERAL INFORMATION

Name of facility:

Competent Authority assigned number:

Address of location being inspected:

Address of headquarters:

Date of plant inspection by
central competent animal
health authority:

Inspection conducted by
(official veterinary inspector):

Accompanied by:

(if applicable)

PLANT CONTACT PERSON INFORMATION

Name: _____ Telephone: _____

Title: _____ E-mail: _____

Type of pet products manufactured (including type of pet food [dry, wet] and species information [dog, cat]):

	processed* pet treats		semi-moist		Dog
	processed* pet food		dry		Cat
			wet /canned / pouch		Other: _____
			other:		

Remarks: *processed pet food means processed by heat-treatment

Additional observations noted during the inspection relating to any of the following sections may be included in Section 13: Veterinary Inspector's Comments

1. PRE INSPECTION REQUIRED FORMS

1.1	a.	A current completed "List of Animal Origin Ingredients Form" (attached to this questionnaire) has been submitted and reviewed	YES NO
	b.	Supporting documents related to the above mentioned "List of Animal Origin Ingredients Form" were reviewed and found acceptable. (ie: official zoosanitary export certificates for imported animal products and by-products).	YES NO

Remarks:

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2. VERIFICATION OF ANIMAL ORIGIN INGREDIENTS HANDLED

2.1	The current, completed "List of Animal Origin Ingredients Form" is accurate and verified on-site	YES	NO
2.3	The facility does not receive, store, or handle materials not eligible for use in pet food for export to Canada.	YES	NO

Remarks:

3. OUTSIDE PREMISES

3.1	Outside yard is well maintained (no weeds, unused equipment, tall grass to prevent the harbourage of rodents and other pest animals).	YES	NO
3.2	Plant is designed and constructed to prevent contamination of pet products from debris and the entrance of pests (insects, rodents, birds, and other vermin).	YES	NO

Remarks:

4. GENERAL HYGIENE OF BUILDING PREMISES AND TRANSPORTATION

4.1	Construction material used in the facility is durable, easy to clean and must be impervious to moisture.	YES	NO
4.2	The plant has a covered space for receiving and storing animal by-products.	YES	NO
4.3	There are no slaughter premises on the same site as the plant.	YES	NO
4.4	The processing plant has clean and unclean sectors, adequately separated. The unclean sector has a covered place to receive animal by-products and is constructed in a way that facilitates cleaning and disinfection. Floors are laid in a way that facilitates the draining of liquids. The processing plant has adequate lavatories, change rooms, and wash basins for staff.	YES	NO
4.5		YES	NO

	To prevent recontamination of the finished product, clear separation exists between the area of the plant that unloads incoming material for processing and those areas set aside for the processing of that product and the storage of the processed product.		
4.6	The processing plant has adequate facilities for cleaning and disinfecting the containers or receptacles in which animal by-products are received, as well as the vehicles (other than ships) in which they are transported.	YES	NO
4.7	Adequate facilities are provided for disinfecting vehicle wheels, when departing the unclean sector of the processing plant.	YES	NO
4.8	The processing plants have a waste water disposal system that meets the competent authority's requirements.	YES	NO
4.9	Animal by-products are processed as soon as possible upon arrival. They are stored properly until processed.	YES	NO
4.10	Containers, receptacles, and vehicles used for transporting unprocessed material are cleaned in a designated area. That area is situated or designed to prevent the risk of contamination of processed products.	YES	NO
4.11	Persons who work in the unclean sector do not enter the clean sector without changing or disinfecting work clothes and footwear. Equipment is not taken from the unclean sector into the clean sector, unless first cleaned and disinfected. Personnel movement procedures are in place to control movement of personnel between areas and to prescribe the proper use of foot baths and wheel baths.	YES	NO
4.12	Installations and equipment are kept in a good state of repair, and measuring equipment is calibrated at regular intervals.	YES	NO
4.13	Processed products are handled and stored at the processing plant in a way that precludes recontamination.	YES	NO
4.14	Lighting is adequate to conduct proper operations and inspection of products.	YES	NO
4.15	Final product shipping is carried out in protected areas and prevents cross contamination	YES	NO
4.16	Vehicle used for transportation is clean, has a cover to protect shipment and prevents pest contamination	YES	NO
4.17	Vehicles do not transport other products that compromise the safety of the product (such as chemical products)	YES	NO

Remarks:

5. PEST CONTROL

5.1	Written pest control program covering rodents, flies and birds is available, including:	YES	NO
	a. the designated staff and third party company responsible for the pest control program;	YES	NO
5.2	On-site observation of pest control and prevention program was found acceptable and effective.	YES	NO

Remarks:

6. SANITATION, HOUSEKEEPING AND DUST CONTROL

6.1	Written sanitation, cleaning, housekeeping and dust control program is available, including:		
	a.	the company's policy of general hygiene requirements for the plant's sanitation, housekeeping, cleaning and dust control program;	YES NO
	b.	the monitoring procedures, the supervision and verification process of plant sanitation, housekeeping, cleaning and dust removal schedules;	YES NO

	c.	cleaning and sanitizing procedures are available for both COP (cleaned out of place) equipment and CIP (cleaned in place) equipment;	YES NO
	d.	record keeping and documentation of the program.	YES NO
6.2	Cleaning and sanitization program is effectively monitored and verified by routine inspection of premises, equipment and/or microbiological testing and/or observation during the cleaning activities.		YES NO
6.3	On-site observation on general housekeeping, sanitation requirements and dust control were found satisfactory.		YES NO
6.4	Inspection schedules and results are documented and maintained for at least two years.		YES NO

Remarks:

7. CONTROL AT RECEIVING

7.1	Written procedures for the control of ingredients and other non-food materials are available, including the following:		
	a.	Carrier is inspected by the receiving operator prior to unloading of incoming products to ensure that the inside of the carrier/truck is clean and in good repair.	YES NO
	b.	Reusable tank and/or container is dedicated to the carriage of a particular product to avoid cross contamination.	YES NO
	c.	Written program is available for the acceptance or rejection of incoming materials.	YES NO
	d.	Segregation and control of incoming non-acceptable animal origin materials that are prohibited by certain Canada.	YES NO
	e.	Protocol for the handling of rejected incoming ingredients, packaging, non-food material is available.	YES NO

7.2		Incoming materials requiring refrigeration are transported chilled, while frozen products are kept at a temperature which keeps the product frozen. NOTE: It is not mandatory that transported raw materials (e.g., meat/by products) that shall be heat processed within 24 hours be kept refrigerated.	YES	NO
7.3	a.	Records/receiving logbooks on the control of incoming materials at receiving and reports for non-conformities are available.	YES	NO
	b.	Receiving logbook to include: i. approved supplier/plant number; ii. name of carrier; iii. description of received materials; iv. quantity and date.	YES	NO

Remarks:

8. PROCESS FLOW DIAGRAM/CHART (PROVIDE COPY of PROCESS FLOW WITH CCPs)

8.1	Process Flow Diagram is available including:				
	a.	Location of the CCPs and/or CPs (Control Points) clearly identified, including critical limit parameters	YES	NO	
	b.	Location where microbial and toxin (e.g., aflatoxin, vomitoxin) samples are taken.	YES	NO	
8.2	The Process Flow Diagram (or equivalent) was found to be accurate and all steps have been included as per the actual flow of production practices observed during the on-site plant			YES	NO

inspection.

Remarks: **Attach a process flow diagram identifying location and parameters of all thermal processes and other CCPs for each process and an employee flow diagram to this checklist.**

9. THERMAL PROCESS CONTROL

9.1	The CCP Heat Treatment Program is available, including:			
	a.	the heat treatment parameters/critical limits are met: not less than F ₀ 3 for hermetically sealed retort/canned; and/or a minimum of 70°C for 30 minutes OR not less than 90°C throughout its substance for other heat-treated pet food (baked/extruded);	YES	NO

		a minimum of 85°C for 5 hours for pet chews derived from bones a minimum of 85°C for 2 hours for pet chews other than bones Indicate the Time: _____ and Temperature: _____	YES	NO
	b.	the availability of measuring devices to record continuously the heat treatment process;	YES	NO
	c.	the monitoring procedures to ensure the heat treatment is exceeding the critical limits;	YES	NO
	d.	the frequency of the monitoring process; Frequency: _____	YES	NO
	e.	the deviation procedures when the heat treatment does not reach the critical limits (may include maximum moisture, aw and others when applicable)	YES	NO
	f.	the verification procedures to ensure the CCP heat treatment monitoring program is implemented and effective;	YES	NO
9.2		Calibration process for measuring devices used for CCP heat treatment is implemented and conducted at appropriate intervals; Frequency: _____	YES	NO
9.3	a.	In the case of hermetically sealed/canned/ wet pet food products, there is a validation process for each batch, by incubation of the finished canned/pouch products prior to releasing finished products for distribution.	YES	NO
	b.	Incubator is equipped with: i. temperature and time recording device OR certified thermometer and daily logbook record ii. locking key to prevent unauthorized entry	YES	NO
		NOTE: Temperature within the incubator is maintained at not less than 32°C and not exceeding 40°C. Incubation period is up to 10 days.	YES	NO
9.4		Record keeping and documentation of the CCP and the calibration of all measuring devices are available for review.	YES	NO
9.5		On-site observation of the CCP heat treatment monitoring program was found acceptable.	YES	NO

Remarks:

10. MICROBIOLOGICAL TESTING PROGRAM

10.1		Written microbiological testing protocols for receiving ingredients (when applicable) and finished products is available, including:		
	a.	the responsible staff for the microbiological sampling tests;	YES	NO
	b.	the use of a third-party accredited laboratory or a lab recognized by the competent animal health authority	YES	NO
	c.	the mandatory requirement to notify the competent animal health authority when test	YES	NO

	results were found below the standard and action plan that will be implemented by the company with the affected product.	
10.2	Record keeping for 2 years of the microbiological tests is available and found to be acceptable.	YES NO

Remarks:

11. FINISHED PRODUCT HANDLING

11.1	Storage room for finished products is adequate and well maintained and kept separate from area for receiving raw materials.	YES NO
11.2	Area/room is available for the storing of incoming ingredient materials. It is well maintained and is kept clean.	YES NO
11.3	Finished products are stored in dedicated storage room(s)/Area, and are not exposed to materials incompatible with the finished pet food products.	YES NO
11.4	Returned products are clearly identified, segregated and stored in a designated area until they can be disposed of appropriately.	YES NO

Remarks:

12. TRACEABILITY PROGRAM

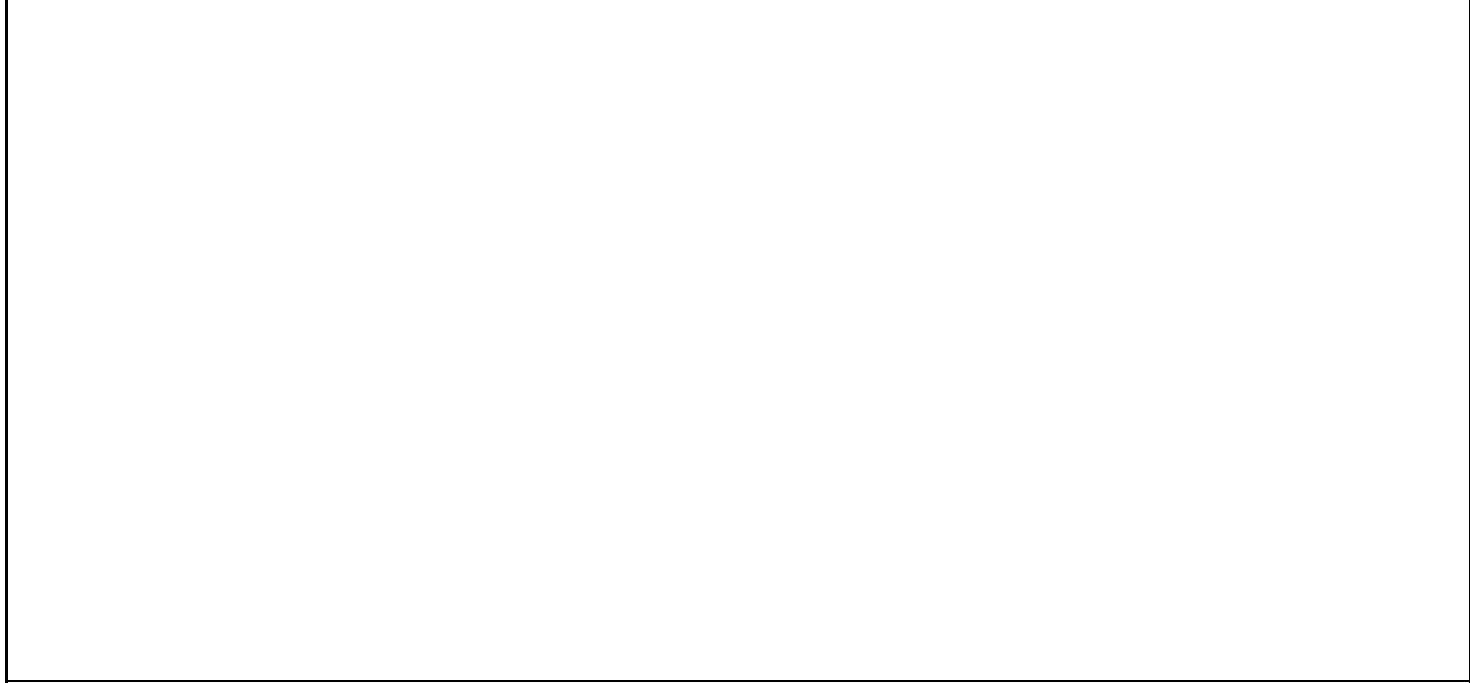
12.1	The method used to trace back and recover the affected product in the event of a recall:	
	a. Established product coding system by applying coding identification of each lot or the production date to trace the ingredients, packaging and the distributed finished product.	YES NO
12.2	a. Tracking system for finished products from each lot (and/or production date), from both the locations of distributed products and those at a storage facility.	YES NO
	b. Tracking system on the suppliers of food ingredients, non-food and packaging materials used in each lot (and/or production date).	YES NO
12.3	a. There is a written recall program	YES NO
	b. The written recall program includes recall exercises to be performed at described intervals; Frequency: _____	YES NO

Remarks:

13. TRAINING PROGRAMS FOR EMPLOYEES

13.1	There are training programs for employees.	YES	NO
13.2	There are records of these programs.	YES	NO
13.3	Documentation demonstrates that training programs have been effective.		

Remarks:



Recommendation for Approval:

YES

NO

Official Veterinarian Signature

Official Veterinarian Name
(Capital Case)

Title

Name of Animal Health Competent Authority

(Competent Animal Health Authority Seal)

(Date)

Signature of Plant Representative

Title

Signature of Official Veterinarian

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Printed Name

Date

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