

APPENDIX 11: INSPECTION OF FISHERY ENTERPRISES HANDLING LIVE FISH

Reason for inspection: Approval/verification/Spot check/ Routine (Delete as appropriate)						
Name of Fishery enterprise.....						
Current production capacity.....Address:.....						
Telephone.....						
Date of Inspection.....						
Elements to Inspect			Remarks			
	Yes	No	m	M	S	C
1.0 Layout: 1.1 Is the area sufficient to carry out the work under sanitary and hygienic conditions? 1.2 Does the lay-out preclude contamination? 1.3 Is there clear separation between potable and clean sea water? (where applicable) 2.0 Receiving Area: 2.1 Is the receiving area maintained clean and in good state of repair? 2.2 Are the floors, walls, ceilings made of easy to clean materials? 2.3 Is clean water supply adequate? 2.4 Is there sufficient supply of clean water? 2.5 Is the drainage system appropriate and clean? 3.0 Holding room: 3.1 Floors 3.1.1 Is the floor water-proof, non-slip, easy to clean and properly designed for the drainage of water? 3.1.2 Is the floor maintained clean and in good state of repair? 3.2 Walls 3.2.1 Are the surfaces smooth and easy to clean and disinfect? 3.2.2 Are the surfaces impermeable? 3.2.3 Are the walls maintained clean and in good state of repair? 3.3 Ceiling/Roof 3.3.1 Is the ceiling/roof made of material that is non-corrosive and easy to clean? 3.3.2 Is the ceiling/roof maintained clean and in good state of repair? 3.4 Doors 3.4.1 Are the doors made of material that is non-corrosive and easy to clean? 3.4.2 Are the doors maintained clean and in good state of repair? 3.5 Ventilation 3.5.1 Is the ventilation adequate? 3.5.2 Is the ventilation protected from elements? 3.6 Lighting (Natural or Artificial) 3.6.1 Is the lighting adequate? 3.6.2 If artificial is it well protected?						

<p>3.7 Fish handling</p> <p>3.7.1 Are fish hygienically and gently handled?</p> <p>3.7.2 Are injured fish separated from the rest of the stock?</p> <p>3.7.3 Are fish holds easily drained?</p> <p>3.7.4 Are the water pumps for aeration adequate and working?</p> <p>3.7.5 Are water filters in place?</p> <p>3.7.6 Are equipment sufficient for handling fish?</p> <p>4.0 Equipment and fish contact surfaces:</p> <p>4.1 Are the equipment and the fish contact surfaces made of material that is non-corrosive and easy to clean and disinfect?</p> <p>4.2 Are the equipment and fish contact surfaces appropriately designed to facilitate hygienic handling of fish?</p> <p>4.3 Are equipment designed to facilitate drainage of waste water?</p> <p>4.4 Are equipment maintained clean and in good state of repair?</p> <p>5.0 Hand washing and disinfecting facilities</p> <p>5.1. Are there appropriate hand washing and disinfecting facilities?</p> <p>5.2 Are the facilities sufficient in number?</p> <p>5.3 Are detergent and disinfecting agents available?</p> <p>5.4. Are they approved for use in a fish processing establishments?</p> <p>5.5 Are the facilities provided with disposable hand towels and trash bins?</p> <p>6.0 Utensils washing area</p> <p>6.1 Is there a designated area for washing utensils?</p> <p>6.2 Is the area maintained clean and in good state of repair?</p> <p>6.3 Is there adequate supply of clean water?</p> <p>6.4 Are cleaned utensils hygienically and appropriately stored?</p> <p>6.5 Is there clear separation between dirty and clean trays?</p> <p>7.0 Facilities and equipment for cleaning and disinfection</p> <p>7.1 Are facilities and equipment for cleaning and disinfection available and adequate in number?</p> <p>7.2 Are the equipment coded to ensure restriction to respective working area/section?</p> <p>7.3 Are the equipment and facilities made of easy to clean and disinfect material?</p> <p>7.4 Are there designated storage areas for the equipment?</p> <p>8.0 Source of water :</p> <p>8.1 Is the source of water documented?</p> <p>8.2 Are the storage facilities adequate?</p> <p>9.0 Waste water</p> <p>9.1 Is the wastewater disposal system adequate?</p> <p>9.2 Is the disposal system maintained clean and in good state of repair?</p>						
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<p>10.0 Waste disposal</p> <p>10.1 Is a waste management system in place?</p> <p>11.0 Hygiene facilities</p> <p>11.1 Are the number of changing rooms, bathrooms, toilets and hand wash basins adequate?</p> <p>11.2 Are the walls and floors in the facilities smooth, impermeable, waterproof and easy to clean?</p> <p>11.3 Do the toilets open directly to the fish handling and processing area?</p> <p>11.4 Are the toilets equipped with functional water-flushing system?</p> <p>11.5 Are appropriate hand drying facilities?</p> <p>11.6 Are the hand-wash facilities appropriately designed for hygienic use?</p> <p>12.0 Personal hygiene</p> <p>12.1 Do the personnel observe good personal hygiene?</p> <p>12.2 Do the personnel wear the appropriate clothing?</p> <p>12.3 Do the personnel possess valid health certificates?</p> <p>12.4 Is there a documented personal hygiene training program?</p> <p>13.0 Pest and vermin control</p> <p>13.1 Is there a documented pest control programme?</p> <p>13.2 Has a pest control firm been contracted?</p> <p>13.3 Is the contract valid?</p> <p>13.4 Is a Bait map available?</p> <p>13.5 Are the chemicals used approved?</p> <p>13.6 Are records properly maintained?</p> <p>14.0 Cleaning and disinfection of transportation vehicles</p> <p>14.1 Is there a designated area for vehicle cleaning and disinfection?</p> <p>14.2 Are appropriate equipment for cleaning and disinfection provided?</p> <p>15.0 Packaging material store</p> <p>15.1 Is there a designated material store?</p> <p>15.2 Is the store well lit and pest proof?</p> <p>15.3 Are the floors, walls and ceiling made of materials that are easy to clean?</p> <p>15.4 Are packaging materials adequately labelled?</p> <p>16.0 Chemical store</p> <p>16.1 Is there a designated chemical store?</p> <p>16.2 Is the store appropriately located and secured?</p> <p>16.3 Is there proper arrangement of the chemicals in the store?</p> <p>16.4 Are all chemicals labelled/ coded for stock control?</p> <p>16.5 Is the store adequately ventilated?</p> <p>16.6 Is the store maintained clean?</p> <p>16.7 Is the store vermin proof?</p> <p>16.8 Are records maintained?</p> <p>17.0 Laundry</p> <p>17.1 Contracted</p>						
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17.1.1 Is there a signed and valid contract? 17.1.2 Is there a designated store for the uniforms? 17.2 Non-Contracted 17.2.1 Are laundry facilities provided? 17.2.2 Is there a designated store for the uniforms? 18.0 Surrounding environment 18.1 Is the surrounding well maintained to prevent harbourage and proliferation of pests? 18.2 Is the surrounding area free from any source of contamination?							
Summary of defects found and corrective actions requested							
Non Compliances	Correction Date limit	Corrected		Comments			
Observations: Conclusions :							
Fish inspector (s):.....Signature.....Date..... Management Representative's Name.....Designation.....Signature.....Date..... KEY: m-----minor; M-----Major; S-----Serious; C-----Critical							