SEABINA GROUP	SEABINA SEAFOOD FACTORY AUDIT STANDARD (SSFAS)		
	SEABINA/QA3-SSFAS-VER1	Created by: Mr. Nguyen Khanh Giau	Approved by:

Factory name :

Products :

Address :

Contact person :

Email: Phone number:

Audit date:

SCORE %	0.0%

GENERAL EVALUATION

Oustanding	86% - 100%	- Quality policy, HACCP/TACCP/VACCP and/or other quality control programs are functional, and have complete documentation - GMP (good manufacturing practises) and SSOP (sanitation standard operating procedures) are effective throughout the plant - No food safety and sanitation issues observed during auditing - Active in identifying and responding to quality and food safety issues - Security programs are mandated and in place for all products and premises - Factory is built up with good materials, well-designed, well-maintained, good condition of machines/equipment/tools
Acceptable	76% - 85%	- Quality policy, essential elements of HACCP and/or other quality control programs exist - Documentation exists but not 100% implemeted - No major food safety and sanitation issues observed during auditing - Some adjustments in HACCP/control points monitoring or sanitation required - Security programs are mandated but not 100% implemented for all products and premises
Needs improvement	60% - 75%	- HACCP and/or other quality control manuals exist but not used - Significant portions of the programs and documentation are missing - Serious defects, hazards, deviation from standards noted - Insufficient QC monitoring of food safety and sanitation practices - Slow to implement improvements in procedures and operation practices needed to prevent contamination - Security programs are not mandated and in place for all products and premises
Fails to meet standards	<59%	- Critical defects and potential or actual contamination observed - Total lack of documented programs - No quality control programs in place - Reluctance or inability of plant management to implement improvements in procedures and operating GMP - No security programs exist throughout the plant

Remarks: **C = critical point** **M = major point** **m = minor point**
How to determine C, M and m as appendix 1

4 = very good **3 = good** **2 = satisfactory** **1 = need improvement** **0 = not compliance** **NA = not applicable**

SPECIFIC AUDIT

FACTORY ENTRANCE, BUILDING & FACILITIES									
A. EXTERIOR									
(m)	1	Waste area separated & kept cleaned by washing & sanitizing	4	3	2	1	0	NA
(m)	2	All premises kept cleaned with no exposed waste material	4	3	2	1	0	NA
(M)	3	Mice traps are observed surrounding facility and checked regularly and documented	4	3	2	1	0	NA
(m)	4	The premise is fenced againts the surrounding area to avoid unwanted penetration of human and animals	4	3	2	1	0	NA
(m)	5	There aren't many bushes in factory compound to avoid hiding of pests, insects	4	3	2	1	0	NA
B. FACTORY ENTRANCE									
(M)	6a	People security Procedure to inform contractors and visitors to provide photo ID and be accompanied by a designated employee before entering the factory monitored and documented	4	3	2	1	0	NA
(M)	6b	Employee applications are complete and on file	4	3	2	1	0	NA
(M)	7a	Physical security measure System to control each individual entrance (human or electronic) monitored and documented	4	3	2	1	0	NA
(M)	7b	Procedure to guide employees and visitors to emergency exits when alarmed, monitored & documented	4	3	2	1	0	NA
(M)	7c	At least 2 candles of light illuminated at outside area monitored & documented	4	3	2	1	0	NA
(M)	8	Running water Hand-operated ☐ Foot/knee-operated ☐ Sensor-operated ☐ Soap type used: Soap dispenser used Yes ☐ No ☐ Sanitizer used: Concentration: Hand drying (by paper/towel/dryer machine): ☐	4	3	2	1	0	NA
(m)	9	Sanitation footbath Sanitizer used: Concentration:	4	3	2	1	0	NA
(m)	10	Workers wash hands after changing uniform and going to toilets	4	3	2	1	0	NA

(m)	11	Changing uniform areas are located in processing buildings and have well-controlled system	4	3	2	1	0	NA
(M)	12	Efficiency of cleaning and sanitizing method at factory entrance, toilets, changing rooms	4	3	2	1	0	NA
(m)	13	Pest activity noted Yes / No Funtioning insect killer (frequently check for insects and change bulks regularly) Dark hall Plastic curtain Screen	4	3	2	1	0	NA

Other comments

C. RAW MATERIAL RECEIVING								
(m)	1	Enclosed area for raw material receiving	4	3	2	1	0	NA
(m)	2	Effectiveness of washing and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	3	General cleanliness and conditions of the area	4	3	2	1	0	NA
(M)	4	Proper washing, sanitation and segregation of equipment for different seafood	4	3	2	1	0	NA
(m)	5	Pest activity under control (insect killers, doors, curtain)	4	3	2	1	0	NA
(M)	6	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	7a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	7b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(m)	8	Sufficient and efficient (CL_2 water) washing with frequent changing of water Concentration of CL_2:	4	3	2	1	0	NA
(M)	9a	Temperature of raw material monitored and documented Temperature:	4	3	2	1	0	NA
(m)	9b	Temperature of room monitored and documented Temperature:	4	3	2	1	0	NA
(M)	10	QC tests (organoleptic, size, uniformity, defects) of raw material performed regularly and documented	4	3	2	1	0	NA
(m)	11	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA

Other comments

D. PRIMARY PROCESSING AREA (DEHEADING, SIZING)								
(m)	1	Enclosed area for primary processing	4	3	2	1	0	NA
(m)	2	Effectiveness of washing and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	3	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(M)	4	Proper washing, sanitation and segregation of equipment for different seafood	4	3	2	1	0	NA
(m)	5	Pest activity under control (insect killers, doors, curtain)	4	3	2	1	0	NA
(M)	6	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	7a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	7b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(M)	8a	Temperature of semi-products monitored and documented Temperature:	4	3	2	1	0	NA
(m)	8b	Temperature of processing room monitored and documented Temperature:	4	3	2	1	0	NA
(M)	9	QC tests (organoleptic, size, uniformity, defects) of semi-products performed regularly and documented	4	3	2	1	0	NA
(m)	10	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA

Other comments

E. MAIN PROCESSING AREA (PEELING, SOAKING, NOBASHI, BREADING, PRE-FRIED)								
(m)	1	Effectiveness of washing and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	2	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(m)	3	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(m)	4	Pest activity under control (insect killers, doors, curtains)	4	3	2	1	0	NA
(M)	5	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	6	Cleaning & sanitizing of equipment for different seafood with proper detergent & equipment visually cleaned and sanitized	4	3	2	1	0	NA
(M)	7a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	7b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(M)	8a	Proper temperature of semi-products monitored and documeted Temperature:	4	3	2	1	0	NA
(m)	8b	Temperature of processing room monitored and documented Temperature:	4	3	2	1	0	NA
(M)	9	QC check for physical defects performed regularly and documented	4	3	2	1	0	NA
(M)	10	Proper soaking of products with correct chemical/concentation/duration/temp	4	3	2	1	0	NA
(m)	9	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
(M)	10	Procedures to protect unusual events during processing/production, monitored & documented	4	3	2	1	0	NA

(m)	11	Designed filter house for incoming environmental air available & in use protected, locked, monitored & documented	4	3	2	1	0	NA
Other comments								

F. COOKING PROCESSING AREA (HIGH RISK) - READY TO EAT, SUSHI								
(m)	1	There shall be a full floor from ceiling barrier to low risk areas	4	3	2	1	0	NA
(m)	2	where openings are required around equipment, these must be kept to a minimum. There must be a barier at floor level below equipment at high/low risk barriers	4	3	2	1	0	NA
(m)	3	where there are openings between high & low risk areas, there must be sealed with a locked barrier only acccessible from the high risk area, by authorised person	4	3	2	1	0	NA
(M)	4	where there are open finished products on site that are classed as high risk, there shall be effectively segregated using different production rooms, with suitable barriers controls between the separate areas for the transfer of people, product and equipment	4	3	2	1	0	NA
(m)	5	Entrances must be separated completely from low risks, all people get in high risks must be effectively washed hands twice and sanitation for hands & footbath	4	3	2	1	0	NA
(m)	6	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(m)	7	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(m)	8	Pest activity under control (insect killers, doors, curtains)	4	3	2	1	0	NA
(M)	9	Workers are properly attired different color with low risk areas	4	3	2	1	0	NA
(M)	10	Cleaning & sanitizing of equipment for different seafood with proper detergent & equipment visually coded, cleaned and sanitized	4	3	2	1	0	NA
(M)	11a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	11b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and documented	4	3	2	1	0	NA
(M)	12a	Temperature:	4	3	2	1	0	NA
(m)	12b	Temperature:	4	3	2	1	0	NA
(M)	13	QC check for physical defects performed regularly and documented	4	3	2	1	0	NA
(M)	14	Proper soaking of products with correct chemical/concentation/duration/temp	4	3	2	1	0	NA
(m)	15	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
(M)	16	Procedures to protect unusual events during processing/production, monitored & documented	4	3	2	1	0	NA
(m)	17	Designed filter house for incoming environmental air available & in use protected, locked, monitored & documented and compliance with EU standard	4	3	2	1	0	NA
Other comments								

G. FREEZING AREA								
(m)	1	General condition and cleanliness of wall, ceiling, floor, drainage, shielded light	4	3	2	1	0	NA
(m)	2	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(m)	3	Pest activity under control (insect killers, doors, curtains)	4	3	2	1	0	NA
(M)	4	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(M)	5	Cleaning & sanitizing of equipment for different seafood with proper detergent & equipment visually cleaned and sanitized	4	3	2	1	0	NA
(M)	6a	The light provided should be 400 lux in work areas and 600 lux at inspection points	4	3	2	1	0	NA
(M)	6b	Lights must be covered well to avoid breaking and drop in products, daily check the status of lights and	4	3	2	1	0	NA
(C)	7a	Proper core temperature (< - 18°C) of products monitored and documeted Temperature:	4	3	2	1	0	NA
(C)	7b	Temperature of freezers monitored and documented Temperature:	4	3	2	1	0	NA
(M)	8	QC check for physical defects performed regularly and documented	4	3	2	1	0	NA
(m)	9	Appropriate and sufficient sanitation stations for products/workers	4	3	2	1	0	NA
(M)	10	Procedures to protect unusual events during processing/production, monitored & documented	4	3	2	1	0	NA
Other comments								

H. PACKAGING AREA								
(m)	1	General cleanliness & condition of packaging area	4	3	2	1	0	NA
(m)	2	Area separated with sufficient ventilation to prevent build-up of vapor, condensation, dust	4	3	2	1	0	NA
(M)	3	Workers are properly attired with minimum risk of cross-contanination	4	3	2	1	0	NA
(C)	4	(Product description/Size/Production date/Address/Country of origin/Proper ingredient list)	4	3	2	1	0	NA
(m)	5a	Proper sealing & strapping master carton monitored & documented	4	3	2	1	0	NA
(M)	b	Proper sealing of inner bags/inner package monitored & documented	4	3	2	1	0	NA
(m)	c	Proper barcode at desinated position for traceability, monitored & documented	4	3	2	1	0	NA
(C)	6	Metal detector available & in use with frequent checking against standard Fe, Non-Fe and SUS test pads. Records of monitoring available	4	3	2	1	0	NA
Other comments								

I. COLD STORAGE/ANTEROOM AREA AND DRY STORES	

(m)	1a	General cleanliness & organisation in cold storage/anteroom area	4	3	2	1	0	NA
(M)	b	Efficient monitoring system in-place Actual temp of cold-storage: Temperature of anteroom:	4	3	2	1	0	NA
(m)	c	All products stored properly without exposure	4	3	2	1	0	NA
(M)	d	System in-place to segregate conformant & non-conformant products (Hold area isolated, labeled & on-hold log book available)	4	3	2	1	0	NA
(M)	e	Program to assure & protect products with tamper-evident features monitored & documented	4	3	2	1	0	NA
(m)	2a	General cleanliness & organisation in packaging storage area	4	3	2	1	0	NA
(m)	b	Packaging materials elevated from floor & stored away from wall	4	3	2	1	0	NA
(m)	3a	General cleanliness & organisation in chemical storage (food & non-food items)	4	3	2	1	0	NA
(M)	b	Procedure for incoming goods inspected to assure packaging integrity	4	3	2	1	0	NA
(M)	c	(Hold area isolated, labeled & on-hold log book available	4	3	2	1	0	NA
Other comments								

K. LOADING AREA								
(m)	1	Refrigerated & enclosed loading dock, temp:	4	3	2	1	0	NA
(m)	2	General cleanliness & organisation	4	3	2	1	0	NA
(m)	3	Documented product/container temp & cleanliness of container prior to loading	4	3	2	1	0	NA
(M)	4	Loading tally system in-placed with effective load out verification	4	3	2	1	0	NA
Other comments								

L. LABORATORY								
(m)	1	General cleanliness & organisation, laboratory must be far away from processing areas to avoid cross-contamination	4	3	2	1	0	NA
(M)	2	Efficiency & proper calibration of autoclave, hot air oven, incubator, water-bath and other machines of testing of antibiotics	4	3	2	1	0	NA
(M)	3	Internationally-affirmed standard methods correctly followed	4	3	2	1	0	NA
(m)	4	Condition of media with opening & receiving date recorded	4	3	2	1	0	NA
(M)	5	Knowledge of lab personnel in microbiological testing & methodologies	4	3	2	1	0	NA
(M)	6	All tests performed with final & raw data recorded correctly	4	3	2	1	0	NA
(m)	7	Air tested for microbial contamination performed & recorded	4	3	2	1	0	NA
Other comments								

M. SAFETY OF WATER & ICE								
(m)	1a	Source of water supply: In-house water treatment & its efficiency	4	3	2	1	0	NA
(m)	b	Method of water treatment: Ozone/CL2/UV light/others, monitored & documented	4	3	2	1	0	NA
(M)	c	Physical, chemical & microbiological testing of water performed regularly & recorded Frequency:	4	3	2	1	0	NA
	2a	Source of ice used: in-house /external In-house water treatment & its efficiency	4	3	2	1	0	NA
(m)	b	Cleanliness of ice	4	3	2	1	0	NA
(M)	c	Physical, chemical & microbiological testing of water performed regularly & recorded Frequency:	4	3	2	1	0	NA
Other comments								

N. LAUNDRY								
(m)	1a	In-house water treatment & its efficiency	4	3	2	1	0	NA
(m)	b	Method of water treatment: Ozone/CL2/UV light/others, monitored & documented	4	3	2	1	0	NA
(M)	c	Frequency:	4	3	2	1	0	NA
	2a	In-house water treatment & its efficiency	4	3	2	1	0	NA
(m)	b	Cleanliness of ice	4	3	2	1	0	NA
(M)	c	Frequency:	4	3	2	1	0	NA
Other comments								

O. PROGRAMS EVALUATION								
(C)	1	Quality policy and HACCP plan in English available, signed & validated by management	4	3	2	1	0	NA
(M)	2	HACCP records checked and verified regularly	4	3	2	1	0	NA
(m)	3a	Complaint procedures is avaialbel in place	4	3	2	1	0	NA
(m)	3b	Customer complaint investigations are documented	4	3	2	1	0	NA

(M)	4a	Recall program available & in use with contact details of person in charge (at least 2)	4	3	2	1	0	NA
(C)	4b	Record of product/ ingredients coding & finished product distribution records available for traceability	4	3	2	1	0	NA
(M)	4c	Standard procedures in-placed to follow in the event of a recall described	4	3	2	1	0	NA
(M)	4d	Mock Recall Program though the distribution system conducted semi-annually & documented	4	3	2	1	0	NA
(M)	5a	Supply chain security awareness program in-placed with system to indentify contamination risks	4	3	2	1	0	NA
(M)	5b	Product security awareness team available with written responsibilities	4	3	2	1	0	NA
(M)	5c	Security program communicated to all employees, suppliers and customers	4	3	2	1	0	NA
(M)	6a	Crisis Management Team & plan in-placed to evaluate risk, identify appropriate resources for all events & notify to proper customer within 4 hours	4	3	2	1	0	NA
(M)	6b	Crisis plan including procedure for product security, recalls, emergency & disaster events available & in use	4	3	2	1	0	NA
(M)	6c	Recovery recall able to track, locate & account for at least a 99.5% of the product within 4 hours	4	3	2	1	0	NA
(M)	7a	Pest control program available & in use Internal/ external	4	3	2	1	0	NA
(M)	7b	Map & effectiveness of mice-trap locations (numbered) & placed in proper areas	4	3	2	1	0	NA
(M)	8a	Calibration procedures of weight checkers, thermometers and other equipment available in place	4	3	2	1	0	NA
(M)	8b	Updated calibration certificates and verification documented	4	3	2	1	0	NA
(M)	9a	Cleaning & sanitation program available & in use Detergent used: Yes/No Sanitizer used: Yes/No Rotate type of sanitizer used: Yes/No	4	3	2	1	0	NA
(M)	9b	Effectiveness of the cleaning & sanitation procedure	4	3	2	1	0	NA
(M)	9c	Pre & post operation inspection record available & updated	4	3	2	1	0	NA
(M)	10	Planned preventative maintenance schedule and records	4	3	2	1	0	NA
(m)	11	Records of employee training at least annually in hygiene/GMP/HACCP concepts etc.	4	3	2	1	0	NA
(M)	12	Medical screening of workers conducted at least one time or twice per year and documented	4	3	2	1	0	NA
Other comments								

No.	Scope	Audited scores	Highest scores
1	Factory entrance, building & facilities	0	56
2	Raw material receiving	0	52
3	Primary processing area	0	48
4	Main processing area	0	60
5	Cooking processing area	0	76
6	Freezing area	0	48
7	Packaging area	0	32
8	Cold storage/Anteroom area and dry stores	0	40
9	Loading area	0	16
10	Laboratory	0	28
11	Safety of water & ice	0	24
12	Programs evaluation	0	96
Total		**0**	**576**

Score : **0** Total percentage **0%**

SEABINA AUDIT PERSONNEL

Name & Job title	Opening meeting	Site evaluation	Procedure review	Closing meeting	Signature

SUPPLIER PERSONNEL

Name & Job title	Opening meeting	Site evaluation	Procedure review	Closing meeting	Signature

Appendix: how to determine Critical, Major and minor Non-conformances