

## Facility Self Evaluation Report

Facility Name:	Registration Number
Location:	Date of Inspection
Process Type (Check all that are applicable)	
	Fresh Frozen /Semi-Preserved
	Salt/Dried
	Ready-to-eat
	Pickled, Spiced, Marinated
	Cannery
	Molluscan Shellfish
	Other

Schedule I Deficiency Totals	Minor		Serious		Critical	
Schedule II Deficiency Totals	Minor		Serious		Critical	
Schedule I Compliance Level (See Compliance Level Table)						
Schedule II Compliance Level (See Compliance Level Table)						
Facility Compliance Level (Select lowest level for Schedule I or II)						

**Compliance Level Table**  
 (Compliance Levels A or B are acceptable. Compliance Levels C or D are unacceptable)

Compliance Level	Number of Deficiencies		
	Minor	Serious	Critical
A	0 - 5	0	0
B	6 - 10	1 - 2	0
C	11 or more	3 - 4	0
D	NA	5 or more	1 or more

I declare, to the best of my knowledge, that the information provided above is accurate, and that I have taken all reasonable steps to ensure that the facilities named above comply with Schedules I and II of the *Fish Inspection Regulations*.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## FACILITY INSPECTION WORKSHEET

### Schedule I

FACILITY				Minor	Serious	Critical	Not Applicable	Not Assessed	Acceptable	Deficiency Level	Comments
REGISTRATION #		DATE									
Sch	Sec	Sub Sec									
<b>1.1 Construction, Design, Plant Surroundings</b>											
Layout, design, construction of facilities shall:											
1	2	(1)	a) Permit adequate cleaning and disinfection								
			b) Prevent accumulation of dirt, fish contact with floor, foreign particles into fish, condensation or mould on surfaces.								
			c) Permit good production practices (i.e., protect against contamination and cross contamination )								
			d) Provide suitable temperature for sanitary processing and storage of fish if necessary								
			e) Provide for orderly movement of raw material and finished product								
		(2)	Construction materials approved								
			Packaging / chemicals approved								
		(3)	Outdoor saltfish racks properly located, fish handled to prevent contamination								
<b>1.2 Floors - Wet Working Areas</b>											
1	3		Smooth, impervious, non toxic, non absorbent								
			Properly sloped								
			Maintained for ease of cleaning and disinfection								
			Water does not collect or pool								
1	3		<b>1.2 Floors - Dry Working Areas</b>								
			Properly constructed								
			In good repair								
<b>1.3 Drains</b>											
1	4	(1)	Sufficient capacity/non-corrodible material								
			Properly trapped and covered								
			Rodent and insect proof								
			Equipped with check valve if necessary								
			Coolers properly drained								
		(2)	Drainage disposed of in approved manner								
<b>1.4 Walls</b>											
1	5		Light coloured								
			Constructed of approved material								
			Washable								
			Joints sealed, floor/wall joint sealed								
			Maintained for ease of cleaning and disinfection								
<b>1.5 Ceilings and Overhead Fixtures</b>											
1	6		Constructed of approved material								
			Light coloured								
			Washable								
			Acceptable height								
			Maintained for ease of cleaning and disinfection								
1	7		Overhead fixtures designed, constructed, installed and finished to prevent accumulation of dirt, reduce condensation, moulds and shedding of materials into fish. Fixtures to be labelled as to purpose if necessary.								

\* New construction only

## FACILITY INSPECTION WORKSHEET

### Schedule I (cont'd)

1.6 Windows, Doors and Ventilation			Mi	Se	Cr	Na	NA	A		
1	17	Ventilation:								
		Adequate ventilation provided								
		Prevents condensation								
		Designed to prevent pest entry								
1	8	Windows/Openings to Outside:								
		Constructed to prevent dirt accumulation								
		Constructed to prevent entry of pests (screens, etc. )								
1	9	(1)	Doors:							
			Constructed of approved materials							
			Washable							
			Properly fitted and hung							
		Maintained for ease of cleaning and disinfection								
		(2)*	a) Doors located so persons may not enter directly into processing area from outside of plant.							
b) Emergency exits from processing areas clearly marked as such. Cannot be opened from outside.										
1.7 Lighting										
1	16	Adequate lighting provided								
		Installed for ease of cleaning and disinfecting								
		Protective covering								
1.8 Refrigeration/Freezing Facilities										
1	18	(1)	a) Freezing equipment adequate (contact freeze 25 mm fish to -18°C in 2 Hrs)							
			b) Air blast freeze to -18°C at rate that prevents deterioration of fish							
		(2)	Refrigeration facilities operated in a manner that prevents frost build-up							
		(3)	Cold storage equipped with automatic temperature recorders							
		(4)	Refrigeration facilities equipped with automatic temperature devices or temperature is recorded once every 24 hours							
		(5)	Temperature records kept for three years							
2.1 Equipment										
1	10	All surfaces, frames and legs (processing equipment, ice handling or conveying equipment):								
		Smooth, non-corrodible, non-absorbent, non-toxic materials <b>(Note exceptions in subsections 2 - 5)</b>								
		Washable (no gaps, crevices or inaccessible points)								
		Maintained in condition for ease of cleaning and disinfecting.								
1	11	Cooler/Cold Storage racking systems for fish:								
		Constructed of approved material								
		Maintained in condition for ease of cleaning and disinfection.								
1	21	All facilities and equipment:								
		Maintained to minimize the risk of contamination of fish								
		Maintained to facilitate cleaning and disinfection								
		Installed to allow adequate cleaning and disinfection of surrounding areas								
2.2 Product Preservation Process Equipment and Monitoring Devices										
1	19	Equipment used to perform product preservation process meets requirements set out in QMP								
1	20	Devices used to monitor the effectiveness of a product preservation process or the performance of equipment used in those processes are calibrated and function as stated in QMP								

\* New construction only

## FACILITY INSPECTION WORKSHEET

### Schedule I (cont'd)

			2.3 Packaging Storage	Mi	Se	Cr	Na	NA	A	
1	12		Packaging materials stored in properly constructed, dry, sanitary storage rooms that provide protection from weather contamination plus insect and animal pests							
			2.4 Ingredient Storage							
1	13	(1)	Ingredients stored in sanitary storage rooms that provide protection from weather, contamination and insect and animal pests							
			Storage room equipped with adequate temperature control if necessary							
		(2)	Bulk storage area meets requirements							
		(3)	Doors to bulk storage areas constructed of approved material, maintained in condition for ease of cleaning, located so that ingredients may be delivered in a sanitary manner.							
		(4)	Salt stored outside kept off the ground, bags sound, protected from contamination							
			2.7 Utensils							
1	25		Utensils and cutting surfaces of approved material maintained for ease of cleaning and disinfection							
			2.8 Conveyors							
1	26	(1)	Conveyors in contact with fish constructed of approved material and maintained for ease of cleaning and disinfection							
			Equipped with spray washers and scrapers if necessary							
		(2)	Conveyors for loading packaged or finished product maintained for ease of cleaning and disinfection							
			2.9 Pallets							
1	27		Pallets used as equipment in a processing area are made of approved material and are maintained for ease of cleaning and disinfection							
			3.1 Water Supply							
1	14	(1)	Adequate water supply with sufficient pressure provided for processing, cleaning, toilets, etc.							
			a) Bacteriologically acceptable							
			b) Source approved							
		(2)	Sources chlorinated or otherwise treated if necessary							
		(3)	May use approved, untreated water for live shellfish if:							
			a) Bacteriologically acceptable (overlay standard)							
			b) No threat of cross contamination							
		(9)	Unapproved water used for boilers, etc., has no connection to approved water system. All feed lines and pipes clearly labelled							
		(10)	Adequate supply of hot water provided							
		(11)	Hoses and other water delivery devices in ready-to-eat and shellfish operations equipped with anti-backflow preventers or vacuum breakers							
		(12)*	Detailed blueprints of water supply and outfall/sewage hook-up locations available for inspection							
			3.2 Steam							
1	14	(4)	a) Steam in contact with fish has no hazardous substances							
			b) Supplied in adequate quantities for the purpose							

\* New construction only

## FACILITY INSPECTION WORKSHEET

### Schedule I (cont'd)

3.3 Ice			Mi	Se	Cr	Na	NA	A	
1	14	(5)	a) Ice making/storage facilities operated in a manner that minimizes frost build-up						
		b) Ice making/storage facilities maintained for ease of cleaning and disinfection							
		c)* Ice making/storage facilities shall be constructed as per sections 3-8							
		(6)* Ice contact surfaces of ice making/storage facilities not constructed of wood							
		(7) Ice handled in a manner that prevents its contamination							
		(8) All ice used is made from approved water and stored in a manner that prevents its contamination							
4.4 Offal									
1	15	(1)	Offal receptacles clearly marked or colour coded and:						
		a) Equipped with tight fitting covers							
		b) Made of approved material and maintained for ease of cleaning							
		c) If stored outside are on a concrete pad sloped to drain							
		(2) Continuous offal handling systems properly constructed, located and maintained for ease of cleaning.							
(3) Vessels, barges, conveyances for transporting offal operated in a clean and sanitary manner									
5.1 Washrooms									
1	22	a)	Flush toilets available in adequate numbers						
		b)	Flush toilets are conveniently located						
		c)	Flush toilets do not lead directly into processing areas						
		d)	Flush toilets have floor drains or do not pose risk of leakage into process areas						
5.2 Hand Washing and Disinfecting									
1	23	(1)	Washbasins have non hand operated taps						
		(2)	Washbasins and other facilities and materials needed for employee hygiene are:						
		a) Provided in adequate quantities							
b) Conveniently located in, or visible from, processing area									
5.3 Changing Facilities									
1	24 *		Changing facilities provided						
6.0 Vessels									
1	28		Vessels with enclosed processing areas shall have, in addition to the other applicable requirements of Schedule I:						
		a)	A clean and sanitary system for conveying fish from the reception area to the processing area						
		b)	Storage areas for finished product that are large enough and easy to clean						
			Separate storage area for fish meal/by-products						
		c)	Adequate equipment for disposing of process effluent, cleanup water, waste						
		d)	Adequate equipment for delivering pressurized clean and sanitary water for processing						
			A water intake situated in a position where it is not possible for water being taken in to become contaminated by discharges of waste water, waste or engine coolant						
		e)	Walls, ceilings, and non-slip floors that are easy to clean						
		f)	Hydraulic systems arranged and protected so leakage cannot contaminate fish						
		g)	Marine type toilets or other satisfactory facilities						

\* New construction only



## FACILITY INSPECTION WORKSHEET

### Schedule II

FACILITY				Minor	Serious	Critical	Not Applicable	Not Assessed	Acceptable	Deficiency Level	Comments	
REGISTRATION #		DATE										
Sch	Sec	Sub Sec	<b>1.1 Construction, Design, Plant Surroundings</b>									
2	13	(1)	Grounds kept clean, free from debris and unnecessary material, maintained to minimize harbourages									
		(2)	Areas where fish is loaded, unloaded, or handled and other high traffic areas paved, covered with concrete or other impervious material and equipped with appropriate drains									
<b>1.2 Floors - Wet Working Areas</b>												
2	1		Floors maintained in clean and sanitary condition									
<b>1.2 Floors - Dry Working Areas</b>												
2	1		Floors maintained in clean condition									
<b>1.4 Walls</b>												
2	1		Walls maintained in a clean and sanitary condition									
<b>1.5 Ceilings and Overhead Fixtures</b>												
2	1		Ceilings maintained in a clean and sanitary condition									
<b>1.6 Windows, Doors and Ventilation</b>												
2	1		Windows maintained in a clean and sanitary condition									
2	1		Doors maintained in a clean and sanitary condition									
2	8		Kept closed except to allow personnel, fish, equipment or other materials to enter or exit unless air curtains or other devices in operation									
<b>1.8 Refrigeration/Freezing Facilities</b>												
2	16	(2)	Cold storages maintain fish at -18 °C or colder									
		(3)	Coolers maintain fish from 4 °C to -1 °C									
<b>2.1 Equipment</b>												
2	1		Equipment maintained in a clean and sanitary condition									
2	11	(2)	Unnecessary material or equipment not stored in process area									
2	14		Forklifts and other devices for moving fish and materials inside establishment clean and maintained in sound condition									
<b>2.3 Packaging Storage</b>												
2	11	(2)	Unnecessary material or equipment not stored in process area									
<b>2.4 Ingredient Storage</b>												
2	11	(2)	Unnecessary material or equipment not stored in process area									
<b>2.5 Chemical Storage</b>												
2	2	(2)	Products used for lubrication, cleaning or disinfection									
			Clearly labeled as to its use									
			Stored in an appropriate location									
			Used only by persons trained to use or apply in a manner that prevents contamination of fish or contact surfaces									
2	11	(2)	Unnecessary material or equipment not stored in process area									
2	17		No odiferous or toxic substances shall be stored in a process area									



## FACILITY INSPECTION WORKSHEET

### Schedule II (cont'd)

2.6 Temperature Control and Storage of Fish				Mi	Se	Cr	Na	NA	A		
2	16	(1)	Fish iced or chilled and protected from contamination before processing in the establishment. Fish washed before processing if required.								
		(2)	Cold storage maintain fish at -18 °C or colder	ASSESS IN SECTION 1.8							
		(3)	Coolers maintain fish from 4 °C to -1 °C	ASSESS IN SECTION 1.8							
2	17	(1)	Processed fish stored in location designated by QMP to preserve quality and safety								
2	18	Frozen fish handled so temperature does not increase more than 5.5°C from time fish:									
		a)	Is removed from cold storage and returned (unless thawed for processing)								
		b)	Is placed on conveyance with cold storage capability								
<b>2.9 Pallets</b>											
2	15	(1)	Wooden pallets used only to:								
		a)	Handle or transport boxed or otherwise containerized raw material in a holding room; or								
		b)	Transport ingredients, additives, packaging material, raw material, labels, semi-processed saltfish, or packaged, boxed or otherwise containerized finished products into or out of a processing area								
		(2)	Acceptable barrier between pallet and fish when wooden pallet used for press piling saltfish or processing salmon roe								
		(3)	Every pallet clean and maintained in sound condition								
<b>4.1 Sanitation Program</b> - Establishment complies with its sanitation program											
2	1		Employees use proper sanitation and hygiene practices								
			No serious contamination								
			Establishment, grounds, equipment and conveyances free from insect and animal pests								
<b>4.2 Cleaning and Disinfecting</b>											
2	2	(1)	Cleaning and disinfecting equipment and material provided in adequate quantity and conveniently located								
		(2)	Products used for lubrication, cleaning or disinfection								
			Clearly labeled as to its use	ASSESS IN SECTION 2.5							
			Stored in an appropriate location								
	Used only by persons trained to use or apply in a manner that prevents contamination of fish or contact surfaces										
2	11	(2)	Unnecessary material or equipment not stored in process area	ASSESS IN SECTION 2.1							
<b>4.3 Pest Control</b>											
2	4		Pesticides and other animal control products applied in a manner that prevents contamination of fish, packaging, labelling materials, ingredients								
2	5		Animals not permitted inside an establishment								
<b>4.4 Offal</b>											
2	6	Fish offal shall be:									
		a)	Collected in handling systems, receptacles, conveyances that are not used for the holding or transport of fish intended for processing								
		b)	Disposed of or stored before disposal in a manner that does not attract pests, build up offensive odours, or contaminate surrounding area								
		c)	Removed as frequently as necessary to maintain sanitation of establishment and as specified in their QMP								
<b>5.1 Washrooms</b>											
2	12	Toilet facilities are:									
		Maintained in good operating order									
		Equipped with toilet tissue									
		Effluent and sewage disposed of in accordance with local ordinances									

\* New construction only



## FACILITY INSPECTION WORKSHEET

### Schedule II (cont'd)

			5.2 Hand Washing and Disinfecting						Mi	Se	Cr	Na	NA	A
2	3	(3a)	No person shall handle or process fish unless:											
			They first wash their hands with single service soap											
			They wash or rinse their waterproof protective clothing											
		(3b)	They disinfect their hands or hand coverings if either will come into direct contact with fish											
			No person shall after leaving a production line, return to it unless:											
			They first wash their hands with single service soap											
			They wash or rinse their waterproof protective clothing											
2	12		They disinfect their hands or hand coverings if either will come into direct contact with fish											
			Handwash facilities are:											
			Maintained in good operating order											
			Equipped with single service towels											
			Effluent disposed of in accordance with local ordinances											
			5.3 Changing Facilities											
			5.4 Protective Clothing											
2	3	(1)	Employees wear protective clothing (i.e., coveralls, aprons, smocks, hair nets, beard nets, etc.) that are clean and sound and are suitable for the tasks that they are charged to perform											
			No person shall enter a processing area unless the person:											
		(2)	a) Wears the protective clothing designated in the QMP and appropriate to the tasks they will perform.											
			b) Ensures that their foot wear is clean and sanitary and uses foot dip if appropriate											
			c) Wears a hair net and, if appropriate, a beard net											
(4)	Protective clothing removed immediately on leaving a processing area and stored in a manner that prevents contamination													
2	7		Equipment and material provided to clean and disinfect protective clothing and footwear in adequate quantities and conveniently located	ASSESS IN SECTION 5.2										
			5.5 Employee Health											
2	9		No known carriers											
			No infected wounds, skin infections, sores											
			No communicable disease											
			5.6 Personal Adornments and Behaviour											
2	10		No jewellery or personal adornments that could become incorporated into fish being processed											
			No fingernail polish											
2	11	(1)	No smoking, spitting, eating, or chewing gum in process areas											
			No storage of food or other personal items in process areas											
		(2)	Unnecessary material or equipment not stored in process area	ASSESS IN SECTION 2.1										

\* New construction only