**Checklists for Foreign Establishments** (relating to Article 4)

**1.** **Mammals slaughterhouses**

A. General information

|  |  |
| --- | --- |
| ○Name of slaughterhouse |  |
| ○Address |  |
| ○Owner's name |  |
| ○Sanitation manager | ○ Name :  ○ Phone No. :  ○ E-mail : |
| ○Established date |  |
| ○Registration No. or EST No |  |
| ○Registration date |  |
| ○Date of designation for export |  |
| ○Species |  |
| ○Other type of business | [ ] processing, [ ] storing, [ ] other ( ) |
| ○Average No. of slaughter per day | ○heads/species ( / ) |
| ○Average No. of slaughter per hour | ○heads/species ( / ) |
| ○Average daily slaughter capacity | ○heads/species |
| ○Area of precooling rooms | ○(m2) |
| - Storage capacity (one time) | ○(carcass) |
| ○Number of inspector | Total : |
| - Veterinarian | ○ Central government:  ○ Regional government:  ○ Company: |
| - Meat inspector | ○ Central government:  ○ Regional government:  ○ Company: |
| ○Number of lab. analysts |  |
| ○Number of employees |  |
| ○Working days per week |  |
| - No. of shift per day |  |
| - Working hours per shift |  |
| ○Other countries approved for export (other than the Republic of Korea) |  |
| ○Attached documents | Please attach the process flow chart with CCPs. |

B. Checklists

|  |  |  |
| --- | --- | --- |
| Foreign establishment | Name: | |
| Owner: (seal) | Responsible manager: (seal) |
| Address: | |
| Contact: | e-mail |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Item** | | **Major** | **General** | **Remark** |
| **1. Sanitation controls of environment / facilities** | |  |  |  |
| ① Slaughterhouse shall be located at a place distant from wastes incineration facilities, animal farms and other environmental pollution facilities.  \* This may not apply when it is in the closed system and air handling systems are provided or when measures are provided to prevent potential contamination. | |  |  |  |
| ② Barriers, such as fences, shall be provided to assure that the inner part of the slaughterhouse is not seen from the outside. | |  |  |  |
| ③ In order to restrict generation of dusts, the slaughterhouse-access road, parking lot, areas between buildings and others shall be paved. | |  |  |  |
| Slaughterhouse shall have the holding pen, ante-mortem inspection area, isolation pen, working room, laboratory, disinfection preparation room, waste water treatment system, waste treatment system, raw hide treatment room, refrigeration/freezing room, facility for cleaning and disinfection of animal transport vehicles, gowning room, bathroom, resting room and others. | |  |  |  |
| ⑤ Animal holding pen, ante-mortem inspection area, isolation pen and working room shall be finished with concrete or other materials to assure water-resistance. | |  |  |  |
| ⑥ Floors of animal holding pen, ante-mortem inspection area, isolation pen and working room shall be finished with hard materials to prevent potential slipping. | |  |  |  |
| ⑦ Floors of animal holding pen, ante-mortem inspection area, isolation pen and working room shall be sloped (about 1/100) to assure good drainage. | |  |  |  |
| ⑧ Slaughterhouse shall be classified into clean area and general area. | |  |  |  |
| **2. Sanitation controls of animal transport and holding** | |  |  |  |
| ① There shall be segregated animal holding pens for different animal species. | |  |  |  |
| ② Animal holding pens shall have doors to control access of people and animals. | |  |  |  |
| ③ Animal holding pens shall have the light intensity of at least 110 lux. | |  |  |  |
| ④ Animal holding pens shall have the shower system to wash animals. | |  |  |  |
| ⑤ Animal holding pens shall have the water supply system for animals. | |  |  |  |
| ⑥ There shall be facilities for cleaning and disinfection of animal transport vehicles. | |  |  |  |
| ⑦ Electric goad or others that may damage animals shall not be used. | |  |  |  |
| **3. Sanitation controls of working rooms (slaughter room, carcass processing room and viscera processing room)** | |  |  |  |
| ① Working rooms shall be divided into slaughter room, carcass processing room and viscera processing room. | |  |  |  |
| ② Access to buildings where food products are handled shall be restricted to avoid unauthorized access. | |  |  |  |
| ③ Doors shall have air curtains or be operated in automatic or semiautomatic manner. | |  |  |  |
| ④ Areas between floor and wall and between walls (to the extent of 1.5 m from the floor) shall be rounded. | |  |  |  |
| ④-1 Floors and walls shall be finished with tiles, concrete, and other materials to facilitate operation and cleaning. | |  |  |  |
| ④-2 Ceilings shall be made of water-resistant materials to avoid attachment of foreign materials, dusts and others. | |  |  |  |
| ⑤ Working rooms shall have day lighting or artificial lighting system to assure appropriate light intensity level for operations and inspections (not less than 220 lux; not less than 540 lux recommended for meat inspection room). | |  |  |  |
| ⑤-1 For lighting fixtures, appropriate preventive measures shall be provided to avoid potential contamination with falling materials, when they are broken. | |  |  |  |
| ⑥ Working rooms shall have pest control system. In addition, devices to avoid entry of rodents and others (appropriate size to block entry of rodents) shall be provided at drains. | |  |  |  |
| ⑥-1 Ventilation systems shall be sufficiently provided to assure removal of bad smells, hazardous gases, smokes, vapors and others. | |  |  |  |
| ⑦ Working rooms shall be appropriately controlled to prevent condensed water. | |  |  |  |
| ⑧ Drains shall be designed as the underdrainage system and traps (such as U-shaped line) shall be provided to prevent backflow of smells. | |  |  |  |
| ⑨ Working rooms shall be maintained at below 15℃. In such instance, temperature level shall be checked at a place where finally washed carcass is located. If final washing is conducted with steam, this may not apply. | |  |  |  |
| ⑩ There shall be a system to supply hot water of at least 83℃. | |  |  |  |
| ⑪ Ceiling I-beams shall be installed to assure that carcass does not contact the floor.  (Working rooms: more than 30 cm from the floor, refrigeration/freezing rooms: more than 10 cm recommended) | |  |  |  |
| ⑪-1 I-beams of working rooms or refrigeration/freezing rooms shall be installed so as to connect to the meat transport vehicle's loading ramp. | |  |  |  |
| ⑫ If water is used in washing, it shall be suitable for human consumption and water quality shall be periodically tested. | |  |  |  |
| ⑬ Equipment and utensils coming into direct contact with carcass shall be made of corrosion-resistant materials that can be easily cleaned and disinfected. | |  |  |  |
| ⑭ In order to prevent cross-contamination, working lines shall be positioned in the straight line. (This may not apply, when a system for adjustment of air flow is provided, contaminated areas and non-contaminated areas are separated by walls, and partitions are provided to prevent potential contamination of carcass.) | |  |  |  |
| ⑮ If slaughterhouse has the boning/trimming room, it shall be segregated from working rooms. | |  |  |  |
| ⑮-1 Boning/trimming room shall have the carcass hanging system, boning workstation and hot water system (≥ 83℃). | |  |  |  |
| ⑯ Slaughter room shall have the system to assure sufficient bleeding from the suspended carcass. | |  |  |  |
| ⑯-1 If it is intended to use blood for human consumption or in the manufacture of foods / medicinal products, there shall be equipment for sanitary processing of blood. | |  |  |  |
| ⑰ Working rooms shall have the power saw to cut carcass and the carcass washing system. | |  |  |  |
| ⑰-1 In order to minimize use of water, it is recommended to employ steam-based washing at the final washing of carcass. | |  |  |  |
| ⑱ Personnel engaged in slaughter or carcass processing and viscera processing shall perform the assigned operations at specific areas. If deemed unnecessary, they shall follow sanitation procedures before entering other areas. | |  |  |  |
| **4. Sanitation controls of ante-mortem inspection** | |  |  |  |
| ① Ante-mortem inspection room shall be placed near the working rooms. | |  |  |  |
| ② There shall be fixation system and lighting fixture for ante-mortem inspection. | |  |  |  |
| ③ Ante-mortem inspection room shall have day lighting or artificial lighting system to assure the light intensity of not less than 220 lux. | |  |  |  |
| ④ There shall be a segregated path for animals between ante-mortem inspection room and working room. | |  |  |  |
| ⑤ Ante-mortem inspection shall be performed at ante-mortem inspection room after holding of animals at animal holding pen for a certain period of time. | |  |  |  |
| **⑤-1 Government veterinarians (inspection officials) or government-appointed veterinarians shall perform ante-mortem inspection according to procedures and methods appropriate for individual animal species.** | |  |  |  |
| **⑥ Animals found to have problems in ante-mortem inspection shall be quarantined and applicable procedures, including re-inspection, shall be followed.** | |  |  |  |
| **5. Sanitation controls of animal slaughter** | |  |  |  |
| ① In order to prevent cross-contamination between contaminated area and non-contaminated area, working line shall be placed in the straight line or walls, partitions or air handling systems shall be provided. | |  |  |  |
| ② Personnel working at slaughter room shall not be allowed to go to other rooms. If such movement is necessary, sanitation measures, such as change of sanitary equipment, shall be taken. | |  |  |  |
| ③ Slaughter shall be performed, while animals are suspended or do not contact the floor. | |  |  |  |
| ③-1 Carcass shall be sanitarily cut with the power saw. | |  |  |  |
| ④ In principle, bleeding shall be performed, while the rear legs are hung. Bleeding shall be sufficiently performed. | |  |  |  |
| ⑤ Prior to slaughter, dirt shall be removed from animal bodies and they shall be washed with water. | |  |  |  |
| ⑤-1 In order to prevent potential cross-contamination arising from dirt remained on carcass, hand, knives and others, appropriate actions, such as disinfection, shall be taken. | |  |  |  |
| ⑤-2 During slaughter and processing, carcass shall be protected from potential contamination with feces or visceral contents. | |  |  |  |
| ⑥ Head-cutting area and hide-removal area shall have hot water system (≥ 83℃) to disinfect knives and others. | |  |  |  |
| ⑦ Knives and others used at head-cutting area and hide-removal area shall be disinfected at frequencies specified in SSOP. | |  |  |  |
| ⑧ Inspection officials (inspection operators) shall perform post-mortem inspection of heads according to the post-mortem inspection procedures. | |  |  |  |
| ⑨ Hides and hairs shall be removed or pulled out in the sanitary manner appropriate for individual animals. | |  |  |  |
| ⑩ After final washing, carcass shall be moved in the sanitary manner to avoid potential contact with walls, floors or equipment. | |  |  |  |
| ⑪ Sterilizing and disinfecting agents used in carcass and other livestock products shall be those approved for use in food products. | |  |  |  |
| **6. Sanitation controls of post-mortem inspection** | |  |  |  |
| ① Each line hanging carcass shall have carcass meat inspection table and viscera inspection table. | |  |  |  |
| ② Inspection table shall be of sufficient size to allow more than two operators to perform inspection. | |  |  |  |
| ③ Inspection table shall be located at a place to allow effective inspection or inspection table shall be designed to allow inspectors to make adjustment during inspection. | |  |  |  |
| **④ Carcass meat and viscera shall be inspected by government veterinarians (inspection officials) or qualified inspection operators under the supervision of such government veterinarians.** | |  |  |  |
| **⑤ Inspection officials shall perform post-mortem inspection of viscera and carcass meat according to the established post-mortem procedures.** | |  |  |  |
| ⑥ Carcass meat and viscera derived from the same animal shall be inspected at the same time or labelling or other appropriate means shall be employed to enable identification of carcass meat and viscera from the same animal. | |  |  |  |
| ⑦ Any carcass meat or viscera found to be unacceptable in post-mortem inspection shall be moved to the line or place other than that for normal products and they shall be discarded, partially discarded, disinfected or analyzed at laboratory according to the established procedures. | |  |  |  |
| **7. Sanitation controls of viscera processing** | |  |  |  |
| ① Viscera processing room shall have facility / equipment to cool viscera. | |  |  |  |
| ①-1 There shall be a separate viscera processing room in working area. | |  |  |  |
| ①-2 Viscera processing room shall be connected to the viscera inspection table. | |  |  |  |
| ② Viscera processing room shall have the viscera processing table, viscera transfer device, tank for storage of cleaning water and tank for storage of wastes to be discarded. | |  |  |  |
| ②-1 Viscera processing table, viscera transfer device and tank for storage of cleaning water shall be made of stainless steel or other equivalent or higher materials. | |  |  |  |
| ③ Viscera shall be handled in the sanitary manner to prevent potential contact with floor. | |  |  |  |
| **8. Sanitation controls of refrigeration / freezing rooms** | |  |  |  |
| ① Walls of refrigeration / freezing rooms shall be made of water-resistant and non-toxic materials. | |  |  |  |
| ①-1 Refrigeration room's temperature shall be maintained at below 10℃. | |  |  |  |
| ② Refrigeration / freezing room's hanging system shall be installed to assure that carcass does not contact floor, wall or other carcass. | |  |  |  |
| ③ I-beams of refrigeration/freezing rooms shall be installed so as to connect to the meat transport vehicle's loading ramp. | |  |  |  |
| ④ Surface of carcass hung at refrigeration / freezing room shall be protected from potential contamination with feces. | |  |  |  |
| ⑤ Surface of carcass hung at refrigeration / freezing room shall be controlled to minimize attachment of foreign materials, such as grease. | |  |  |  |
| **⑥ Refrigeration room shall be maintained at -2℃～10℃ and freezing room shall be maintained at below -18℃.** | |  |  |  |
| **⑦ Refrigeration / freezing room's temperature levels shall be periodically monitored and monitoring records shall be maintained.** | |  |  |  |
| ⑧ Refrigeration / freezing room shall be constructed to allow temperature control. | |  |  |  |
| ⑨ Rapid cooling system shall be provided to assure rapid cooling of carcass. | |  |  |  |
| ⑩ In order to check refrigeration / freezing room's temperatures without opening, the thermometer shall be installed at the outside. (including temperature monitoring at the central control room) | |  |  |  |
| ⑪ Refrigeration / freezing room shall be maintained in a clean condition. | |  |  |  |
| ⑫ While refrigeration (freezing) room is opened, operations shall not be performed. | |  |  |  |
| **9. Sanitation controls of distribution** | |  |  |  |
| ① Distribution room shall be distinguished from the outside. | |  |  |  |
| ② Distribution room shall have the pest control system to prevent potential introduction of insects and rodents and it shall be periodically controlled. | |  |  |  |
| ③ Distribution room shall be constructed with concrete or other similar materials to facilitate operations and cleaning. | |  |  |  |
| ④ Distribution room shall be maintained at below 15℃. | |  |  |  |
| ⑤ Meat products shall be immediately loaded onto meat transport vehicles. | |  |  |  |
| ⑥ Meat shall be handled and transported in the sanitary manner. | |  |  |  |
| ⑦ Vehicle's loading chamber shall be maintained in the clean condition at all times. | |  |  |  |
| ⑧ Prior to loading of meat, vehicle's refrigeration (freezing) system shall be operated to assure appropriate temperature level. | |  |  |  |
| ⑨ Refrigeration or freezing condition shall be maintained during transport of meat. | |  |  |  |
| **10. Sanitation controls of personnel** | |  |  |  |
| ① Personnel shall wear sanitary working garments, head covering and shoes and perform their works in the manner to assure clean conditions. | |  |  |  |
| ①-1 Personnel who wear sanitary working garments and others shall not go out of working area. | |  |  |  |
| ② When working area is classified (such as general area and clean area), different operators shall work at different areas and cross-working shall not be allowed. | |  |  |  |
| ③ When an operator intends to go to toilet during operation, an apron and gloves shall be taken off. | |  |  |  |
| ④ Smoking, eating and chewing shall not be allowed during operation. | |  |  |  |
| ⑤ Personnel engaged in handling of livestock products shall not wear any watch, ring, earring, hairpin and other accessories. | |  |  |  |
| ⑥ Personnel shall wash hands at the time of entry/exit. | |  |  |  |
| ⑦ In order to prevent potential cross-contamination of livestock products, personnel shall frequently clean / disinfect hands, gloves, knives, processing tables and others during operation. | |  |  |  |
| ⑧ Any persons who have or are suspected to have transmissible disease shall not be allowed to perform operations. | |  |  |  |
| ⑨ Any persons who have injuries, lesions and others on arms and open parts shall not be allowed to perform operations. | |  |  |  |
| ⑩ All personnel engaged in handling of livestock products shall receive health examination before such engagement in operations and such health examination certificates shall be maintained. | |  |  |  |
| **11. Sanitation controls of laboratory operations** | |  |  |  |
| ① There shall be a microbiological laboratory with human resources, apparatus, equipment, reagents and others needed for microbiological examinations. | |  |  |  |
| ② Analysts responsible for microbiological examinations shall have a major in food safety or receive appropriate education / training. | |  |  |  |
| ③ Laboratory operators shall periodically receive education / training in examination operations and records shall be maintained. | |  |  |  |
| ④ Random samples shall be taken from carcass and examined for salmonella. Examination results shall be maintained for more than 6 months. | |  |  |  |
| **12. Other sanitation controls** | |  |  |  |
| ① Gowning room shall be separately placed near working area. | |  |  |  |
| ② Gowning room shall have containers for separate storage of clothes, shoes and others for individual operators. It shall be maintained and controlled in a clean condition. | |  |  |  |
| ②-1 Gowning room shall be designed to assure separated or divided storage of street clothes (including shoes) and sanitary clothes (including shoes), in order to avoid cross-contamination. | |  |  |  |
| ③ Toilets shall be located at a place not affecting working area. | |  |  |  |
| ④ Toilets shall have hand-washing facility, pest control system and ventilation facility. | |  |  |  |
| ⑤ Toilets shall have semi-automatic or automatic faucet for hand-washing to prevent potential contamination. | |  |  |  |
| ⑥ For disinfection chemicals maintained at the disinfection preparation room, instructions for use shall be provided and records on use and control of such chemicals shall be maintained. | |  |  |  |
| ⑦ Appropriate waste water treatment system that complies with requirements shall be provided and operated. | |  |  |  |
| ⑧ If purified water is used (except water for cleaning of floor), water quality shall be periodically tested. | |  |  |  |
| ⑨ Knives, utensils, saws and others used in cutting and trimming operations shall be frequently cleaned / disinfected with hot water (≥ 83℃). | |  |  |  |
| ⑩ Disinfection system for animal transport vehicles shall be located to assure cleaning / disinfection of vehicles, while vehicles do not turn after unloading of animals. | |  |  |  |
| ⑪ Any foreign materials, such as soils, meat residues, hairs and metals, and hazardous substances, such as cleaning agents, shall be removed from surfaces of apparatus, tools and others coming into direct contact with livestock products. | |  |  |  |
| ⑫ Those not suitable for human consumption or to be discarded shall be controlled in separation from meat. | |  |  |  |
| ⑬ In order to prevent any residual feces in the scalding facility's water tank and the viscera cleaning water tank, water shall be frequently changed. | |  |  |  |
| **⑭ If underground water (not city water) is used, it shall be suitable for human consumption.** | |  |  |  |
| ⑭-1 If underground water (not city water) is used, water quality shall be periodically tested and records shall be maintained. | |  |  |  |
| **13. General sanitation control practices (SSOP)** | |  |  |  |
| ① SSOPs shall be prepared, maintained and followed as follows: | |  |  |  |
| 0 | SSOPs for control of working areas (maintenance / repair of working areas, visitors access control, pest controls, control of water (underground water), control of wastes and waste water treatment system, and others) |  |  |  |
| 0 | SSOPs for sanitation controls (cleaning place, cleaning frequency, cleaning methods, chemicals and tools for cleaning operations, evaluation after cleaning, control of health conditions, specifications and use of working garments, disinfectant tank's check frequency and methods, handling and use of chemicals in working area and others) |  |  |  |
| 0 | SSOPs for inspection of carcass |  |  |  |
| 0 | SSOPs for control of facilities, equipment, tools and others, including refrigeration / freezing systems |  |  |  |
| **② Business operator shall prepare checklists for in-house sanitation controls and conduct daily checks according to the established procedures and methods.** | |  |  |  |
| ③ **When any deviations from the sanitation controls are found, improvements shall be initiated. (Improvements shall include improvement of sanitary conditions through removal of contaminants, development of actions to prevent recurrence and appropriate treatment of affected products.)** | |  |  |  |
| ④ If an SSOP is changed or if revision of SSOP is deemed necessary after in-hose evaluation, revision history shall be recorded and signed by responsible persons. | |  |  |  |
| ⑤ Business operators shall establish sanitation training plan, conduct training of personnel and maintain training records. | |  |  |  |
| ⑥ Government inspectors shall periodically perform inspection to verify compliance with in-house sanitation control procedures and, if any violation is found, make the business operator immediately complete corrections / improvements. | |  |  |  |
| **14. HACCP** | |  |  |  |
| ① HACCP documents comprising the following aspects shall be prepared and maintained.  - Organization of HACCP team, product description, process flow (process flow chart, floor plan, materials/personnel flow, ventilation, drainage and others), hazard analysis, determination of CCPs, establishment of critical limits, establishment of monitoring systems, development of corrective actions, verification procedures and methods, documentation and record-keeping, HACCP plan, training plan | |  |  |  |
| ② Organization of HACCP team and assignment of responsibilities and authorities of individual teams / team members shall be documented in detail and in a practical manner. | |  |  |  |
| ③ Product description shall be prepared for all products manufactured. | |  |  |  |
| ③-1 Specifications for finished products shall be prepared on the basis of regulatory specifications and in-house specifications. | |  |  |  |
| ③-2 In-house specifications for finished products shall be based on validation of critical limits for critical control points. | |  |  |  |
| ④ Process flow chart shall include processing steps and conditions according to the process flow. | |  |  |  |
| ⑤ Floor plan shall be prepared to establish areas so as to prevent cross-contamination between rooms. | |  |  |  |
| ⑥ Personnel flow shall be designed to assure efficient movement through areas. | |  |  |  |
| ⑦ Ventilation system shall be designed to assure air flow from clean area to general area or to have independent ventilation. | |  |  |  |
| ⑧ Drainage system shall be designed to assure drain flow from clean area to genera area or to have independent drainage. | |  |  |  |
| ⑨ Potential hazards shall be identified for individual raw materials, inactive substances and processing steps. | |  |  |  |
| ⑩ Critical control points (CCPs) shall be logically established on the basis of process analysis and risk analysis. | |  |  |  |
| ⑫ Based on results from validation of CCPs, critical limits (lower and upper limits) shall be established. | |  |  |  |
| ⑬ Monitoring procedures and methods shall be provided to allow effective observation and recording of critical limits. | |  |  |  |
| **⑬-1 Monitoring operators shall perform monitoring according to the established procedures and methods and maintain monitoring records.** | |  |  |  |
| ⑬-2 Monitoring operators shall fully understand monitoring procedures and methods. | |  |  |  |
| ⑬-3 Monitoring instruments for CCPs (balances, thermometers, clocks, standards and others) shall be calibrated and calibration records shall be maintained. | |  |  |  |
| ⑭ Corrective action plans including those to be taken when critical limits are exceeded and equipment is out of order shall be prepared. | |  |  |  |
| **⑭-1 Operators responsible for corrective actions shall immediately take corrective actions according to the established procedures and methods (analysis and elimination of root causes, recovery of CCPs to normal conditions, development of measures to prevent recurrence, and treatment of affected products) and shall maintain records.** | |  |  |  |
| ⑭-2 Operators responsible for corrective actions shall fully understand methods for corrective actions. | |  |  |  |
| ⑮ Verification procedures and methods shall be established to cover validation and implementation aspects. | |  |  |  |
| ⑮-1 Verifications shall be performed more than once a year according to verification procedures and methods and verification results shall be maintained. | |  |  |  |
| ⑯ Establishment / revision of HACCP documents shall be dated and signed by responsible persons and revision history shall be documented. | |  |  |  |
| ⑰ Education / training plan shall be established to include the trainees, contents, evaluation methods and others. | |  |  |  |
| ⑰-1 Education / training shall be performed according to the established frequency and records shall be maintained. | |  |  |  |
| ⑱ Government authority shall regularly investigate and evaluate companies to verify compliance with HACCP requirements. | |  |  |  |
| ⑲ HACCP-related records shall be maintained for 2 years. | |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Overall evaluation | Total score |  | <Description of violations and needed improvements> | | | | | | | |
| Percentage | % |
| Final judgment |  |
|  | | | |  | |  | |  | | |
| □ Date of inspection | | | | | | |  | |  |  |
| □ Inspectors | | | | | | |  | |  |  |
| Organization Position (Title) | | | | | Name | | | |  | (seal) |
| Organization Position (Title) | | | | | Name | | | |  | (seal) |
| Organization Position (Title) | | | | | Name | | | |  | (seal) |
|  | | | | | | |  | |  |  |

**<Criteria for judgment>**

1. **Judgment (based on calculation): T**he percentage of "Compliant (O)" items is calculated; "Compliant", when the percentage is not less than 85%, "improvement required" when it is less than 85% and not less than 70%, and "Non-compliant" when it is less than 70%.
2. **No. of "**Non-compliant**" major items:** Items highlighted in bold type correspond to major ones. If more than 1 major item is "X (Non-compliant)", "Non-compliant" shall be concluded.
3. **Final judgment:** If "Non-compliant" is concluded in one of ① and ②, final judgment shall be "Non-compliant".