



Ministry of Food and  
Drug Safety

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Recipient Refer to Recipients below

Subject : **Notification on improvements to 2020 document review for  
food facility**

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end To : **Competent Authority**

Address :

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May 29, 2020

To whom it may concern,

The Ministry of Food and Drug Safety (MFDS) would like to express our sincere gratitude for your efforts in securing food safety and MFDS will stay committed to cooperating with your government for safe food trade.

On May 1, MFDS sent 「**Notification on change to 2020 on-site inspection.**」

It appears that the continuous spread of the COVID-19 disturbs domestic travels in your country and your administrative capacity has been focusing on quarantine and control against the pandemic.

In light of this situation, MFDS decided to make adjustments to our document review in a way that expands the scope of inspecting bodies by allowing the owner of **food manufacturing facilities** to conduct self-inspections - from the previous notification that only the competent authority can perform inspections. Please note that the additional adjustment is only applied to foods among the three business types: foods, fishery product and livestock. This is to help your government better focus on the quarantine measures. Therefore, we would like to ask for your cooperation.

○ Prior to Adjustment

Business Type	Inspecting body	Checklist	Submission Method
Foods, livestock and fishery product	Competent Authority of an exporting country	○ 'Checklist specified by an exporting country' <b>or</b>	○ Submission of documents by the competent authority of an exporting country
		○ 'Checklist specified by MFDS'	

○ After Adjustment(Temporary operation)

Business Type	Inspecting body	Checklist	Submission Method
Foods	'Competent Authority of an exporting country' <b>or</b>	○ Checklist specified by your government or by MFDS	○ Submitted by the government : hard copy or online
	'Foreign Food Facility'	○ Checklist specified by MFDS	○ Submitted by the foreign food facility : hard copy or online
Livestock and fishery product	Unchanged	○ Unchanged	○ Submitted by the government : hard copy or online

\* Period to recognize the checklists completed by the competent authority of an exporting nation prior to MFDS' notification dated May 1, 2020: from Jan 1, 2020 through April 30, 2020 on a temporary basis.

Please refer to documents(annex 1) required to be submitted along with a checklist defined by MFDS or an exporting country. We will provide the results of our assessment and may request additional documents if we deem it necessary.

Furthermore, we are in process of developing an online system to help you submit the documents easily and will update you on our web-site and submission method once the system is built.

If the facilities or establishments subject to inspection are found to be non-manufacturing facilities or establishments in operation, or if there are some changes to the relevant information, please let us know the updates after your government confirms them.

Should you have any questions regarding the on-site inspections, please feel free to contact us via the Embassy of your country in Korea so that we can respond promptly.

We hope to see the COVID-19 pandemic end and thereby to promote our bilateral food trade.

Annex 1: list of required documents

Sincerely yours,  
SHIN YONG JOO

A handwritten signature in black ink that reads "SHIN YONG JOO". The letters are cursive and slanted to the right.

Director  
On-site Inspection Division  
Imported Food Safety Policy Bureau  
Ministry of Food and Drug Safety

## <Appendix 1> List of required documents

### Foods (19 documents)

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business license(factory/ facility)
3. Raw material warehousing/issuance records
4. Production records (from use of raw materials to finished production)
5. Processing flow diagrams
6. Insect/Pest control (e.g. disinfection) records
7. Chemical use records (cleaning agents, disinfectants, etc.)
8. Withdrawal or nonconforming product control records
9. Raw materials test report
10. Finished product test report
11. Water test report
12. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
13. Work area photos to verify separated work areas
14. Bill for water supply usage (when water supply system is used)
15. Mixing ratio of raw materials
16. Photos to indicate temperature on heat-treatment (heat-treatment process)
17. Photos of finished or in-process product warehouses
18. Personnel infectious disease management records
19. Photos of equipment for purifying underground water (when underground water is used)

### Mammals Slaughterhouses (21 documents)

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business license(factory/ facility)
3. Production records (from use of raw materials to finished production)
4. Processing flow diagrams
5. Insect/Pest control (e.g. disinfection) records
6. Chemical use records (cleaning agents, disinfectants, etc.)
7. Withdrawal or nonconforming product control records
8. Raw materials test report
9. Finished product test report
10. Water test report
11. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
12. Instructions on ante-mortem inspection
13. Standards for re-inspection and its applicable procedures following problems in ante-mortem inspection
14. Meat and viscera inspection records including information on who conducts the inspection - a veterinarian or an inspector.
15. Instructions on post-mortem inspection of viscera and carcass
16. Management records on temperatures at refrigeration&freezing rooms
17. Monitoring records according to each CCP
18. Checklist and records on SSOPs
19. SSOP improvement(corrective action) records
20. HACCP monitoring records
21. HACCP improvement(corrective action) records

### ☐ Poultry Slaughterhouses (21 documents)

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business license(factory/ facility)
3. Production records (from use of raw materials to finished production)
4. Processing flow diagrams
5. Insect/Pest control (e.g. disinfection) records
6. Chemical use records (cleaning agents, disinfectants, etc.)
7. Withdrawal or nonconforming product control records
8. Raw materials test report
9. Finished product test report
10. Water test report
11. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
12. Instructions on ante-mortem inspection
13. Standards for re-inspection and its applicable procedures following problems in ante-mortem inspection
14. Meat and viscera inspection records including information on who conducts the inspection - a veterinarian or an inspector.
15. Instructions on post-mortem inspection of viscera and carcass
16. Management records on temperatures at refrigeration&freezing rooms
17. Monitoring records according to each CCP
18. Checklist and records on SSOPs
19. SSOP improvement(corrective action) records
20. HACCP monitoring records
21. HACCP improvement(corrective action) records

### ☐ Meat cutting and packaging plants (18 documents)

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business license(factory/ facility)
3. Raw material warehousing/issuance records
4. Production records (from use of raw materials to finished production)
5. Processing flow diagrams
6. Insect/Pest control (e.g. disinfection) records
7. Chemical use records (cleaning agents, disinfectants, etc.)
8. Withdrawal or nonconforming product control records
9. Raw materials test report
10. Finished product test report
11. Water test report
12. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
13. Instructions on receipt of raw meat
14. Mixing ratio of raw materials
15. Management records on temperatures at refrigeration&freezing rooms
16. Checklist and records on SSOPs
17. HACCP monitoring records
18. HACCP improvement(corrective action) records

**Livestock processing plants (16 documents)**

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business license(factory/ facility)
3. Raw material warehousing/issuance records
4. Production records (from use of raw materials to finished production)
5. Processing flow diagrams
6. Insect/Pest control (e.g. disinfection) records
7. Chemical use records (cleaning agents, disinfectants, etc.)
8. Withdrawal or nonconforming product control records
9. Raw materials test report
10. Finished product test report
11. Water test report
12. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
13. Management records on temperatures at refrigeration&freezing rooms
14. Checklist and records on SSOPs
15. HACCP monitoring records
16. HACCP improvement(corrective action) records

**Utensils, containers or material packaging facilities(11 documents)**

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business license(factory/ facility)
3. Raw material warehousing/issuance records & Mixing ratio of raw materials
4. Production records (from use of raw materials to finished production)
5. Processing flow diagrams
6. Withdrawal or nonconforming product control records
7. Raw materials test report
8. Finished product test report
9. Water test report
10. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
11. Photos to show food-contact surfaces of finished products

**Meat storage houses (8 documents)**

1. Checklist specified by MFDS or Checklist specified by your government including general status of foreign food facilities/ foreign establishments
2. Business License(factory/ facility)
3. Raw material warehousing/issuance records
4. Insect/Pest control (e.g. disinfection) records
5. Chemical use records (Cleaning agents, disinfectants, etc.)
6. SSOP or HACCP Plan summary (applicable to factories/facilities operating HACCP or SSOP)
7. Checklist and records on SSOPs
8. Management records on temperatures at refrigeration&freezing rooms

**Ships (9 documents)**

1. Checklist and General Status
2. Business License or Registration Certificate
3. Pest control records
4. Cleaning and disinfection records
5. Water test report
6. Photos of thermometers and instruments for temperature measurement
7. Photos of warehouses
8. Processing flow diagrams
9. HACCP or SSOP (applicable to factories/facilities operating HACCP or SSOP)

**Fish farms (8 documents)**

1. Checklist and General Status
2. Business License / Registration Certificate
3. Cleaning and disinfection records
4. Water test report
5. Production records
6. Withdrawal or nonconforming product control records
7. Finished product test report
8. HACCP or SSOP (applicable to factories/facilities operating HACCP or SSOP)