REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION COMMISSION
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MEMORANDUM CIRCULAR NO. 02-2004-2

SUBJECT :IMPLEMENTING GUIDELINES FOR THE MANDATORY APPLICATION OF GOOD MANUFACTURING PRACTICES (GMP) AND SANITATION STANDARD OPERATING PROCEDURES (SSOP) PROGRAMS IN THE WHOLE PRODUCTION, PROCESSES, STORAGE AND DISTRIBUTION IN ALL NMIC "AA" ACCREDITED MEAT ESTABLISHMENTS (M.E.)

Pursuant to **Administrative Order No.21 Series of 2004** issued by Agriculture Secretary Arthur C. Yap, on **September 27, 2004,** the following guidelines is hereby issued for the guidance of all concerned.

Section 1. SCOPE

1.1 All NMIS "AA" accredited M.E such as slaughterhouses, poultry dressing plants, meat processing plants and cold storages are covered by these guidelines.

1.2 All NMIS "A" accredited M.E such as slaughterhouses, poultry dressing plants, meat processing plants and cold storages may voluntarily implement GMP & SSOP Programs in the whole production process and apply for certification.

Section 2. POLICY

2.1 All policies and procedures in the mandatory application of the GMP & SSOP programs on the manufacture of meat and meat products shall be consistent with that of the Codex Alimentarius Commission.

2.2 Upon submission of GMP & SSOP program, the NMIS GMP & HACCP Auditors will conduct announced audit on GMP compliance. Upon validation, the NMIS will issue a certification on GMP Compliance.

2.3 The GMP certification audit shall verify that the GMP & SSOP programs are being implemented as planned on a continuing basis.

2.4. In order for M.E to qualify for GMP certification, the following criteria shall be met:

2.4.1 The M.E shall be duly accredited as "AA" plants.

2.4.2 There must be clear and visible commitment and support from M.E. top management for the implementation of GMP & SSOP programs. This will be demonstrated through the designation of a GMP/HACCP coordinator and the provision of adequate authority and resources.

2.4.3 M.E management shall ensure that their staff is adequately trained to facilitate GMP & SSOP program development and implementation. Management is responsible for the training of the GMP/HACCP coordinator and of line employees.

2.4.4 Review of GMP & SSOP programs shall ensure proper application of eight key areas of SSOP, which are Safety of water, Condition/cleanliness of food contact surfaces, Prevention of cross contamination, Handwashing, sanitizing facilities, Protection of food adulteration, Proper labeling and storages, Control of employee health condition and Exclusion of pet.

2.4.5 On site-evaluation must show evidence that the GMP & SSOP program are being implemented and documented and are functioning.

Section 3. PROCEDURE

3.1 Submission of Documentation Packet

3.1.1. NMIS "AA" accredited M.E shall submit it's GMP & SSOP programs documentation packet to NMIS Regional Office who, in turn, shall endorse the same to the NMIS Central Office.

3.1.2 The documentation packet shall contain: 1) letter of request of the M.E authorized officer; 2) GMP & SSOP programs.

3.2 Review of the GMP & SSOP Programs

3.2.1 NMIS certified GMP & HACCP auditors shall review the submitted GMP & SSOP Programs.

3.2.2 The company management shall be informed of the results of the review and schedule of on-site audit within 15 working days of receipt of GMP & SSOP programs.

3.3 Audit of GMP & SSOP Programs

3.3.1 The objectives of the audit are: 1) to ensure that the GMP & SSOP programs are being practiced; 2) that the actual activities/actions of line employees conforms to the documented procedures and 3) that the system attains the set goals.

3.3.2 The on-site audit will be conducted during the time of actual operations in the specified plant and shall cover all the eight key areas of SSOP.

3.3.3 The audit shall be sequenced as follows:

1. Audit Preparation
2. Initial Meeting
3. Information Gathering by interview with staff, review validity of documents and records, observation of activities and conditions
4. Closing Meeting

3.3.4 A checklist of audit criteria (GMP Checklist for SLH, MPP,PDP, CS) shall be used to ensure that all critical areas are covered in the audit.

Section 4. AUDIT RESULTS

4.1 An audit report shall be sent to the company within (7) working days from the time of audit.

4.2 Requirements for Future Actions, Observations, Minor, Major and Critical Corrective Action Requests (CARs) shall be itemized in the Audit Report.

4.3 The M.E will be evaluated using the Structural requirements (Plant construction & equipment) and Operating requirements.

4.4 A plant rating table will be used and will be the guide to qualify for GMP Certification using the score range by type of deficiency.

Plant Rating Table:

RATING	SCORE RANGE BY TYPE OF DEFICIENCY			
	Minor	Major	Serious	Critical
A (Full Certification)	0-6	0-5	0	0
B (Conditional Certification)	7 or more	6-10	1-2	0
C	N/A	11 or more	3-4	0
D	N/A	N/A	5 or more	A or more

Required rating to qualify for GMP Certification:

FACTOR RATED	TYPE OF CERTIFICATION		
	Full year Certification (one year validity)	Conditional Certification (6 months validity)	
I. Compliance with Plant Construction and Equipment Requirements	A	A	B
II. Compliance with Operating Requirements	A	B	A

4.5 A Minor CAR with not more than 6 and a Major CAR not more than 5 on both Structural and Operating Requirements will be certified as GMP Compliant.

4.6 A Minor CAR with 7 or more and Major CAR with more than 6, shall preclude certification until after a Verification Audit has been conducted to confirm that the needed action has been instituted.

4.7 A Serious CAR more than two (2) and with a Critical CAR observation shall invalidate the application (if new) or immediately suspend an existing certification (if company is under surveillance visits).

Section 5. FREQUENCY OF AUDIT

The on-site audit of the GMP & SSOP program shall be conducted twice a year and will be the pre-requisite for HACCP certification. If the M.E. is already HACCP compliant, the GMP verification audit (renewal) will be conducted on the same day of HACCP Verification audit. This shall be the basis for renewal of accreditation. Unannounced surveillance visits for GMP compliance shall be likewise conducted within the validity period of the certificate.

Section 6. GMP & SSOP COMPLIANCE CERTIFICATION

6.1 After complying with all the requirements and passing the GMP Audit by the NMIS identified GMP/HACCP Auditors, the NMIS shall issue an GMP Compliance Certificate, which shall be valid for (1) year.

6.2 GMP Compliance Certification is non-transferable.

Section 7. FEES

7.1 An amount of two thousand pesos (Php 2,000) shall be collected upon release of the Certificate of GMP Compliance of all newly certified M.E.

7.2 Incidental expenses (such as transportation cost) relative to certification shall be borne by the applicant.

Section 8. PENALTIES

8.1. "AA" M.E. shall be automatically downgraded to "A" if no GMP & SSOP programs shall be put in place by 30 June 2005.

8.2. Issuance of Meat Inspection Certificate (MIC), which is a requisite for inter island, inter-city and inter-provincial movement, shall be denied to M.E. found non-complying to the mandatory GMP Programs by 30 June 2005.

8.3 Recall of certifying Meat Plant officers will be enforced for M.E. that are non GMP compliant.

Issued this 01 FEB 2005 at Quezon City.

EFREN C. NUESTRO
Executive Director