

## **CN Plant Monitoring Review Checklist**

Name of Compa	any and Estab	lishment Number:						
Company Addre	ess (Street, Ci	ity, State, Zip):						
Contact Name:			Title:					
Phone #:			Email:	No plete sections 1, 2, 3 and 4.  product compliance under the CN in Program (QCVP) im (IMP)				
Date Plant Last	Produced CN	Labeled Product:						
		RATING S	SUMMARY					
RATING L	EVELS	TOTAL CRITIC CONFORMANCE						
	Satisfactory	0		3				
	Conditional	1		,				
U	Jnsatisfactory		Fails to mee	t conditional				
	TOTAL							
REVI	EW RATING	Satisfactory	Condition	al Unsatisfacto	ory			
FREQUE	ENCY LEVEL	Reduced	Normal	Tightened				
Is th	is a "Non-prod	ucing" CN plant revie	ew? Yes	No				
	If Yes, com	plete only sections 1 a	and 5. If No, com	plete sections 1, 2, 3 a	nd 4.			
Check the plant in Labeling Program	_	Quality Cor		on Program (QCVP)				
REVIEW CONDUCTED BY (PRINT NAME)			REVIEWER'S SIGN	REVIEWER'S SIGNATURE DATE				
Program Office Address City, State, Zip Phone  USDA is an equal opportunity provider, employer, and lender.								
Approved by: CN Lat	oeling Workgroup							

Date Issued 8/11/2009; 1<sup>st</sup> Revision 11/17/2010; 2<sup>nd</sup> Revision 7/24/2013 (Effective Date for 2<sup>nd</sup> Revision: 10/1/2013)

## **DEFINITIONS**

**Non-Producing CN Plant** - This is the description of a plant that has approved labels and an approved QC plan, but is not currently producing CN labeled product and <u>has not produced CN labeled product in the past year</u>. (This does not refer to an active CN label plant that is being visited on a regular product production day.)

**Non-Producing CN Plant Review -** This is a review of a Non-Producing CN Plant that is performed to verify that no CN labeled product has been produced. The purpose of the review is so that manufacturers can maintain their approved status even though they are not actively producing CN labeled product.

*Critical non-conformance* - A deviation from specifications as outlined in approved QC Program which will affect the product's contribution to the meal pattern requirements.

*Non-critical non-conformance* - A deviation from specifications as outlined in approved QC Program which is not likely to affect the product's contribution to the meal pattern requirements.

**Rating Levels** - Are defined as maximum allowed non-conformances (critical or non-critical) – see table on first page.

**Reduced frequency** - CN product reviews are conducted semi-annually (approximately every 6 months).

*Normal frequency* - CN product reviews are conducted quarterly (approximately every 3 months).

*Tightened frequency* - CN product review is conducted during the next scheduled CN product run or within 30 days.

*Follow-up visit* - When a critical non-conformance is detected, the AMS/NMFS representative may return to the facility to verify corrective actions. At the discretion of the AMS/NMFS representative, a follow-up visit may be conducted at the next CN production run or within 30 days. Manufacturers who do not produce monthly will be required to have a follow-up visit during their next scheduled CN production run.

*Corrective Action -* An action to eliminate the cause of a detected non-conformance.

## PROCEDURE FOR VERIFYING NON-PRODUCING CN PLANT

Complete only sections 1 and 5 of this checklist to verify that the facility has not produced CN labeled product. If it has been determined that a facility has produced CN labeled product without notifying the appropriate agency, using the normal supervisory chain of communication, notify AMS CN Labeling Operations Office.

Approved by: CN Labeling Workgroup

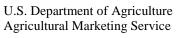
Desk Review (off site)

I. PLANT N	MONITORING ACTIVITIES					
What CN products are being monitored during this review (identify the CN number)?						
Date and revision	on number (if applicable) of QC Program?					
Have there been	n any significant changes to the QC Program in the facility  Yes - What are the changes?	y since th	ne last visit?			
	From previous review been addressed? (if applicable) ing and reason provided by applicant (below).	Yes	No			
II no, state ma	ing and reason provided by applicant (below).					

Production Run

Desk Review (on site)

CN PI	ant Monitoring Review Requirements	Meets	Non- critical	Critical	N/A	Notes
1. EVALUATING QUALITY CONTROL MANUAL - (verify that the facility is meeting the following requirements)						
1.A	Is the quality control program available for review?					
1.B	Is the quality control program up-to-date to include new CN products?					
1.C	Was the quality control program revised to include changes in processing/monitoring procedures and were updates approved?					
1.D	Is label approval(s) on file and available for review?					
1.E	Are forms in use approved?					
	cords/forms available, maintained and accurate for t	the follo	wing:			
2.A	Scale and/or other measuring devices?					
2.B	Formulation/ingredient weights?					
2.C	Fat control?					
2.D	Component weights?					
<b>2.</b> E	Raw weights?					
2.F	Cooked weights?					
2.G	Maximum cooking yield?					
2.Н	Corrective actions maintained, when applicable?					



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CN Pla	ant Monitoring Review Requirements	Meets	Non- critical	Critical	N/A	Notes
2.I	Entries made by authorized person(s)?					
3. MOI	NITORING PROCEDURES - (Verify that the facility	s meetir	ng the fol	lowing re	quirem	ents)
3.A Sca	ales and/or Other Measuring Devices					
3.A.i	Are procedures followed for balancing and calibrating equipment as outlined in the QC program?					
3.A.ii	Are corrective action(s) taken when the testing/measuring equipment is out of balance or calibration?					
3.B For	rmulation and Ingredient Control					
3.B.i	Does the production formula match the approved label application?					
3.B.ii	Are the weights of creditable ingredients accurately weighed?  *Note to the Reviewer performing plant review (ingredients shall not vary ± 0.5% from the weight as indicated on the approved label transmittal)					
3.B.iii	Is the sampling size and frequency in accordance with the QC program?					
3.C Fat	3.C Fat Control (When product specifies a fat percent level)					
3.C.i	Are sampling methods and analysis followed as outlined in the QC program?					
3.C.ii	If fat level is higher than the specified fat claim on the label, is appropriate corrective action implemented?					

CN Pla	ant Monitoring Review Requirements	Meets	Non- critical	Critical	N/A	Notes
3.D Co	mponent and Raw Portion Weight					
3.D.i	Is the sampling size and frequency in accordance with the QC program?					
3.D.ii	Is the average subgroup raw weight in compliance as outlined in the QC program?					
3.D.iii	If raw subgroup weights are not in compliance, were appropriate corrective actions implemented?					
3.D.iv	Does the shift average meet or exceed the required minimum weight as stated on approved label?					
3.E Co	mponent and Cooked Portion Weight					
3.E.i	Is the sampling size and frequency in accordance with the QC program?					
3.E.ii	Is the average subgroup cooked weight in compliance as outlined in the QC program?					
3.E.iii	If cooked subgroup weights are not in compliance, were appropriate corrective actions implemented?					
3.E.iv	Does the shift average meet or exceed the required minimum weight as stated on approved label?					
3.F Rev	work (if applicable)					
3.F.i	Is the maximum percentage of rework 10 percent or less of the product formulation (for non-breaded items)?					
3.F.ii	Is the rework for breaded product 2 % or less?  *Note to the Reviewer performing plant review (breaded rework is only acceptable if it's indicated on the approved label application)					

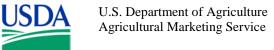
CN PI	CN Plant Monitoring Review Requirements		Non- critical	Critical	N/A	Notes
3.G M	3.G Maximum Cooking Yield (if applicable)					
3.G.i	Is the maximum cooking yield the same as stated on approved label?  *Note to the Reviewer performing plant review (the actual yield maybe less than what is stated on the label, but shall not exceed stated yield)					
3.G.ii	If the cooking yield exceeds the yield as stated on approved label, was appropriate corrective action implemented?					
4. <b>GE</b>	NERAL REQUIREMENTS					
4.A.	Is production schedule communicated to program representative with required advance notice?					
4.B.	Other (Describe observation/non-conformance on Summary Sheet. Inculude enough detail to support rating.)					

CN PI	CN Plant Monitoring Review Requirements		No	N/A	Notes
5. CO	5. CONFIRMATION OF NO CN PRODUCTION - (verify that the facility is meeting the following requirements)				
5.A	After reviewing label control procedures, have only non-CN labels been used in production?				
5.B	Do quality control records reflect what was listed on the production schedule?				
5.C	Review sample of production schedules, re-worked product, Q.A. records, and shipping records. Do these records indicate only non-CN product production?				
5.D	Interview plant personnel. Do interviews confirm that CN labeled product has not been produced?				
5.E	Do associated facility rooms indicate only non-CN Production (label, processing, and finished storage, etc.)?				
5.F	Do shipping records indicate that only non-CN product has been shipped?	-			

## SUMMARY SHEET FOR NON-CONFORMANCES

(List non-conformances noted during Plant Monitoring review)

Question Number	DESCRIPTION



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Question Number	DESCRIPTION