

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC**

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| <h1 style="margin: 0;">FSIS NOTICE</h1> | 41-09 | 5/11/09 |
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DOCUMENTATION OF WEEKLY MEETINGS IN EGG PRODUCTS PLANTS

I. PURPOSE

This notice provides instructions to Inspection Program Personnel (IPP) at egg products plants on how to conduct and document a weekly meeting with plant management to discuss issues of concern.

II. WEEKLY MEETINGS

A. IPP are to conduct a weekly meeting with plant management to discuss issues of concern. The meeting may involve discussing individual or repetitive non-compliances, developing non-compliance trends, or findings that are not non-compliances but warrant discussion. Plant management may also wish to share information or concerns that it has at the meeting.

B. When a plant has multiple inspection shifts, the Front-line Supervisor will designate which FSIS employee is to conduct the meeting. IPP are to work together to ensure that the person designated to conduct the meeting has all the information and documentation needed to conduct a productive meeting.

C. On a periodic basis at the meeting (about once a month), the FSIS employee is to ask plant management whether it has made any changes in how it is processing product or other changes that would affect the safety of the product. If IPP learn that the plant has made a change in its process, based on the nature of the change, they are to determine whether all regulatory requirements have been met, and whether the product produced is eligible to bear the mark of inspection for distribution in commerce. If IPP are unsure how to proceed, they are to contact the District Office through supervisory channels.

D. The FSIS employee who attends the weekly meeting is to take notes of the meeting and is to document the notes in a Memorandum of Interview (MOI).

DISTRIBUTION: Electronic

NOTICE EXPIRES: 6/1/2010

OPI: OPPD

III. DOCUMENTING THE WEEKLY MEETINGS IN A MOI

A. IPP are to document the following information in a MOI each week:

- Who was present at the meeting;
- Date and time of the meeting;
- The non-compliances discussed;
- Plant management's responses, including the actions it has taken to address the identified non-compliances, and any planned actions it has proposed to prevent recurrence; and
- All issues or topics discussed.

B. If IPP have concerns regarding plant responses, or if the IPP has questions about the issues discussed, IPP are to contact their immediate supervisor for guidance.

C. IPP are to maintain a copy of the MOI in the official government file and provide a copy to plant management.

Refer questions regarding this notice to the Policy Development Division through askFSIS at: <http://askfsis.custhelp.com> or by telephone at 1-800-233-3935.



Assistant Administrator
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