

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE

EIAO ASSESSMENT FORM

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| NAME OF EMPLOYEE | | NAME OF SUPERVISOR | |
| POSITION TITLE | | ASSESSMENT NUMBER | ASSESSMENT DATE |
| DISTRICT | | DUTY STATION | |
| HOW DID YOU PREPARE FOR THIS ASSESSMENT? | | | |
| MISSION RESULTS | | | |
| PHRE/FSA METHODOLOGY | SATISFACTORY? (Yes/No/NA) | COMMENTS | |
| Assess understanding of methodology: Employee is conducting PHRE and FSAs in accordance with FSIS Directive 5100.1. | | | |
| Assess execution of methodology: 1. Efficiently manages PHRE/FSA assignments. 2. Conducts PHRE/FSA using methodology in FSIS Directive 5100.1. a. Meets FSA timeline. b. Documents supportable conclusion for PHRE. c. When performing FSA, the PHRE will define the scope of the FSA and develop an Assessment Plan. d. Focuses on assessing and analyzing the establishment's food safety system as a whole and not to verify whether individual regulatory requirements are in compliance. 3. At the conclusion of an FSA, proper decisions are made related to the establishment's HACCP system. a. System is designed to reduce or eliminate hazards. b. Decisions within the hazard analysis are supportable. 4. Recommendations are supported by FSIS statutory and regulatory requirements. 5. Evidence collection follows instructions outlined in FSIS Directive 8010.3. 6. Documents Executive Summary for PHRE/FSA in PHIS. | | | |
| RECALL & CONSUMER COMPLAINTS | SATISFACTORY? (Yes/No/NA) | COMMENTS | |
| Assess understanding of methodology: Employee conducts recall effectiveness checks and consumer complaint investigations in accordance with FSIS Directive 5100.2 and 8080.1. | | | |

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| Assess employee is executing policy: Employee conducts recall effectiveness checks and consumer complaints investigations as outlined in FSIS Directive 5100.2. | | |
| EIAO OUTREACH | SATISFACTORY? (Yes/No/NA) | COMMENTS |
| Assess employee's understanding of the District's EIAO outreach plan: Employee understands expectations of the district's EIAO outreach plan. | | |
| Assess employee's execution of the district's EIAO outreach plan: 1. Employee is correctly documenting their time for outreach activities through direct outreach and other support of existing Agency outreach efforts. 2. Uses a data-driven approach to develop and present outreach materials. 3. Focuses direct outreach activities to small and very small plant owners and operators on food safety and regulatory compliance, covering topics outlined in the district's outreach plan. 4. Appropriately documents outreach activities in Memorandums of Interview (MOIs). | | |
| COMMUNICATION | | |
| | SATISFACTORY? (Yes/No/NA) | COMMENTS |
| 1. Ensures written communication to Establishment Management and District Office is concise, clear, and factually accurate. 2. Holds entrance and exit meeting with establishment management as outlined in FSIS Directive 5100.1. 3. Communicates with in-plant inspection personnel and Front Line Supervisor, while conducting PHRE or FSA, to obtain input regarding the establishment's compliance history, production practices. 4. At conclusion of an FSA, communicates findings and results to in-plant inspection personnel and Front Line Supervisor. 5. Ensures the SEIAO or DDM as appropriate is aware of significant findings of noncompliance. 6. When communicating with OPPD regarding policy interpretations, ensures the SEIAO and DDM are aware of the interpretation. | | |
| RESEARCH & ANALYTICAL THINKING | | |
| | SATISFACTORY? (Yes/No/NA) | COMMENTS |
| PHRE Methodology Thoroughly reviews and analyzes establishment data for patterns or trends. | | |

FSA Methodology

1. Thoroughly analyzes establishment's supporting documentation utilized in the hazard analysis.
2. Ensures the establishment can support:
 - a. Methods of research
 - b. Analysis and deductions
 - c. Sources of information are relevant
3. Analyzes the answers within the PHIS tools to reach a logical and supportable recommendation. When performing RLM or IVT sampling follow FSIS Directive 10,240.5 RLM and 10,300.1 when assessing data.
4. At the end of each FSA tool, summarizes the findings that bear most directly on the recommendation.

REVIEWER 1 COMMENTS:

REVIEWER 2 COMMENTS:

REVIEWER 3 COMMENTS: