



## Chapter 16

## Processed Egg - Program Review

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**16.1 Objective of Activity**

Processed egg program reviews are designed to ensure that the delivery of all aspects of the processed egg inspection programs are examined, e.g. health and safety issues, inspection procedures, product inspection and labelling. Program reviews deal not only with domestic programs, but also with import and export programs.

**16.2 References**

[Processed Egg Regulations](#)  
[Egg Regulations](#)  
[Canada Agricultural Products Act](#)  
[Consumer Packaging and Labelling Act](#) and [Regulations](#)  
[Food and Drug Act](#) and [Regulations](#)

**16.3 Required Forms**

Program Review Report - Appendix I  
Corrective Action Request - Appendix II

**16.4 Objectives**

In order to promote uniformity of the processed egg program delivery at all levels, the objectives are:

- To evaluate the degree of accuracy and uniformity of delivery of plant and product inspection programs on the basis of established criteria, and to identify nonconformance requiring corrective action.
- To evaluate training needs and to recommend appropriate measures to correct deviations recorded.
- To define industry and inspector concerns and problems which may impact on program delivery for resolution by the appropriate program officials.

**16.5 Goals**

To achieve the above objectives, the program reviews will serve to determine:

- the quality of program delivery;
- compliance of plant inspection and product inspection with those described in appropriate procedures/manuals;
- the precision and the comprehensiveness of plant and product inspection reports and the completeness of all pertinent files;
- the timeliness and thoroughness of the correction of deviations observed during the program review and follow-up activities on program reviewer' recommendations; and
- training needs for program delivery.

**16.6 Program Review Procedures****16.6.1 Selection**

The program review of files, manuals and directives as well as work plans and priorities will be carried out at Area/Regional/District offices, or in the Inspector's office, as required.

**16.6.2 Frequency**

Program Reviews are to be performed quarterly at processed egg plants that are exporting to

the USA. Program Reviews are to be performed twice per year at all other plants. While program reviews may be organized on a regular basis to ensure consistent program delivery, other circumstances may be considered when scheduling program review frequency; i.e. significant changes in organization, policy, inspection techniques, or technologies, and results of recent previous program reviews.

In some cases, it may be decided by the national/area program reviewer to perform an unannounced program review. These will not have to be scheduled in advance.

The planning of the on-site observations should take into account considerations such as seasonal production, plant renovations, etc.

### 16.6.3 Responsibilities

The region will be responsible for ensuring that the inspector scheduled for the program review is at the plant on the agreed upon date.

The region will be responsible for collecting any materials e.g. laboratory coats, equipment and inspection forms required by the national program reviewer.

The responsibilities for each level are as follows:

<u>Program reviewer</u>	<u>Program reviewee</u>
Coordinate the selection of plants and propose dates for program reviews.	Review and confirm dates and forward to Area office.
Communicate and clarify program review requirements.	Appoint responsible staff to accompany program review team.
Plan and carry out assigned responsibilities effectively and efficiently.	Provide all resources required to ensure an effective and efficient program review.
Prepare program review report.	Distribute program review results to appropriate personnel.
Verify the effectiveness of corrective actions taken as a result of the program review.	Determine and initiate corrective actions based on the program review report.

### 16.6.4 Program Review Delivery

To assist in the delivery of the program review, the reviewer will refer to the Program review Report (Appendix I), which contains a check-list of activities required to evaluate the program. This checklist is a tool for use by the program reviewer as a guide, and is designed so that it does not restrict additional activities considered necessary as a result of information gathering during the program review.

### 16.6.5 Preparation of Program Review Report

The program review report is the official report of the program reviewer which is used to record the compliance and uniformity of program delivery according to established procedures.

**16.6.6 Program Review Report**

The program reviewer's report will evaluate compliance and uniformity according to established criteria as well as the program delivery. The final report will include all program review activities.

The program reviewer report will be prepared within two weeks following the program review.

Where appropriate, a Request for Corrective Action (Appendix II) will be appended to the report. The description of the non-compliance is completed by the Program reviewer while the description of the corrective action to be taken, along with a target date for completion, is completed by the Inspection Manager.

**16.6.7 Distribution of the Program Review Report**

National:       Area Egg Program Specialist  
                  Inspection Manager  
                  Egg Supervisor  
                  Participants

Area:            Chief of Egg Program  
                  Inspection Manager  
                  Egg Supervisor  
                  Participants

**16.7 Follow-Up**

National Program Review:

The Area Egg Program Specialist and the Regional Operations Inspection Manager will be accountable for following up on recommendations described in the National reviewer's report. The Egg Program Chief must be kept informed of all progress in the Area implementation of the recommendations established in the national reviewer's report.

Area Program Review:

Regional Operations is responsible for implementing the recommendations of the Area review, including progress reports in their quarterly report submitted to Ottawa. The Egg Program Chief is responsible to review and consider all recommendations made by the reviewer, and where necessary, modify the national program (legislation or program).

### Processed Egg Program Review Report

Date: Region: Regional Representatives: Plants Visited:	S: Satisfactory NI: Needs Improvement US: Unsatisfactory NA: Not Reviewed			
	<b>S</b>	<b>NI</b>	<b>US</b>	<b>N/A</b>
1. Preparation				
2. Applicable Act and Regulations				
3. Manuals and Directives				
4. Inspection Equipment and Clothing				
5. Plant Inspection - Tasks and Reports				
6. Product Inspection- Tasks and Reports				
7. Sampling Program				
• Microbiological Sampling				
• Environmental Sampling				
• Compositional Sampling				
8. Pasteurizer Testing - Tasks and Records				
9. Plate Checks/ Dye Tests- Tasks and Records				
10. Detentions and Releases				
11. Labelling Verification				
12. Import Certificates and Records				
13. Export Certificates and Records				
14. Interprovincial Procedures and Records				
15. Inedible - Control and Tracking				
16. Work Plans, MRRS and Quarterly Reports				
17. Personnel Training				
18. Sanitation and Quality Assurance Program				
19. Recall Procedures				
20. Plant Actions Plans				
21. Program review Corrections				

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## Assessment Criteria

### 1. Preparation

- a. Inspection staff prepared for the program review.
- b. Pertinent files accessible.
- c. Necessary persons have been informed.

### 2. Act and Regulations

- a. Program Specialist(s) and Inspection staff have the current Act and Regulations.
- b. Program Specialist(s) and Inspection staff use the regulations in an appropriate manner.

### 3. Manuals and Directives

- a. Program Specialist(s) and Inspector(s) have an accessible manual and national directives.
- b. Program Specialist(s) and Inspector(s) knowledgeable regarding the information contained in the manual.
- c. Directives are filed appropriately and can be quickly retrieved

### 4. Inspection Equipment and Clothing

- a. Inspection equipment available for use during inspections, is in good working order and has been calibrated as required.
- b. Inspection equipment used in an appropriate manner.
- c. Appropriate sanitary clothing and head wear is available for use by inspection staff. Quantity is sufficient and is worn when required.

### 5. Plant Inspection - Tasks and Reports

- a. Daily Log Tasks - Daily - Recorded on daily log
- b. Sanitation Report - weekly
- c. Lighting Check - 2/year/plant - Recorded on CFIA 5109 (Inspection report of shell/processed egg)
- d. Scale Check - Quarterly - Scale Check Form
- e. Compressor Checks - Quarterly - Compressor Check Form
- f. Air Filter Monitoring and Roof Inspection - 3/year/plant - Air Filter and Roof Inspection Form

### 6. Product Inspection - Tasks and Reports

- a. Inspection of breaking stock - upon request, upon finding poor quality eggs and at least monthly.  
Recorded on CFIA 1017
- b. Organoleptic Evaluation of Liquid Egg - Performed daily and recorded in daily log
- c. Temperature Evaluation of Liquid Egg - Performed daily and recorded in daily log
- d. Pour Test - 1 time per year per plant - Pour Test Form
- e. Frozen Product Check - Minimum 2/year/plant - Frozen Product Check Form
- f. Ingredient and Nutrient Verification Check - 6/year/plant or each product verified at least once per year - Ingredient and Nutrient Verification Form
- g. On the line weight checks - Performed daily and recorded in daily log
- h. Net Quantity Verification - 2 domestic CAPA Products/year/plant
  - 1 Import CAPA Product/year/plant
  - Recorded on Net Quantity Verification Form

### 7. Sampling Programs

- a. Microbiological Sampling
- b. Environmental Sampling
- c. Compositional Sampling
  - Samples being taken as per sampling plan. Proper number of samples sent to the laboratory for analysis.
  - Sampling program being delivered. Appropriate actions are taken for non-compliant results.

**8. Pasteurizer Testing - Tasks and Records**

- a. Monthly pasteurizer tests- Monthly Pasteurizer Check Form
- b. Quarterly pasteurizer tests - Quarterly Pasteurizer Check Form
- c. Holding Tube Elbow Inspection (checking for pitting) - Monthly - Daily Log
- d. Slope of holding tubes including elbows - Quarterly - To be recorded on Quarterly Pasteurizer Check Form under "Remarks".
- e. Calculation of maximum flow rates - 2/year - Calculations to be recorded on Quarterly Pasteurizer Check Form under "Remarks".

**9. Plate Checks/Dye Tests**

- a. Plate checks performed at least monthly- Recorded on CFIA 5109
- b. Dye test or other recognized test performed on pasteurizer plates twice per year - Plant to provide report.

**10. Detention and Releases**

- a. Detention procedures followed.
- b. Detention notices being filled in properly with the applicable act and/or regulations.
- c. Detained product controlled and the detention(s) followed up to completion and is released.

**11. Labelling Verification**

- a. Label verifications done as per frequency outlined in Operational Workplan  
#Record: Label Verification Form

**12. Import Certificates and Records**

- a. Import certificates completed correctly and available.
- b. Accurate records of imports and import inspections

**13. Export Certificates and Records**

- a. Export certificates completed correctly and are available.
- b. Accurate records of exports and export inspections

**14. Interprovincial Procedures and Records**

- a. Proper procedures for interprovincial movement of egg products is being followed
- b. Accurate records of interprovincial movement are available

**15. Inedible - Control and Tracking**

- a. An accurate inventory of inedible products is maintained in plants that sell inedible
- b. Non-denatured Inedible egg is adequately controlled in plant and moved under detention when shipped out of the plant.

**16. Workplans, MRRS and Quarterly Reports**

- a. Program being delivered according to National program requirements
- b. Accurate data required for MRRS and Quarterly reports is recorded
- c. MRRS and Quarterly reports are submitted as required

**17. Personnel training**

- a. New employees trained according to the egg program standards.
- b. FSEP/HACCP training level is appropriate for the activities being conducted.
- c. Training records are available

**18. Sanitation and Quality Assurance Programs**

- a. Inspectors verify on a quarterly basis that the plant's written sanitation program and quality assurance program is being followed as written and is updated as needed.

**19. Recall procedures**

- a. Inspectors monitor that lot numbers are being applied as required
- b. Inspectors monitor that the plant has an effective recall program

**20. Plant Action Plans**

- a. Inspectors obtain action plans from plant management to address items identified for correction
- b. Inspectors track action plan dates and seek compliance

**21. Program review Corrections**

- a. Appropriate corrections have been made to address previous program review findings and CARS.



**Corrective Action Request**

Program Reviewed:

Program Review date:

Program Review Code :

**Part A: Description of non-conformity and related observations:**

Area Representative\*: \_\_\_\_\_ Date: \_\_\_\_\_

*The corrective action plan (completed Part B) must be submitted within 1 month of agreement of findings.*

**Part B: Description of corrective action:**

Date for completion of corrective action: \_\_\_\_\_

Appropriate Area Operations or Programs Official\* : \_\_\_\_\_

Date : \_\_\_\_\_

**Part C: Approval of Part B**

Area Executive Director\*: \_\_\_\_\_ Date: \_\_\_\_\_

Program Executive Director\*: \_\_\_\_\_ Date: \_\_\_\_\_

**Part D: Verification of Corrective Action:**

1: Documentation Provided:                      Acceptable                       Not acceptable

2: Verification by Program Network  
Personnel:    Acceptable                       Not acceptable

3: Follow-up visit:                                      Acceptable                       Not acceptable

4: Follow-up visit findings:

**CAR closed: Yes       No**

Program reviewer\*: \_\_\_\_\_                      Date: \_\_\_\_\_