



## Chapter 16

## Shell Egg - Program Review

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**16.1**      **OBJECTIVE OF ACTIVITY**

Shell egg program reviews are performed to:

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

**16.2**      **REFERENCES**

[Canada Agricultural Products Act Egg Regulations](#)  
[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**      **BACKGROUND**

The mandate of the Egg Program is to ensure that shell eggs leaving federally inspected establishments for interprovincial and export trade as well as shell eggs imported into Canada, meet established health and safety requirements and quality standards.

The design of the Egg Program and the development of appropriate standards is the responsibility of Programs Branch, while the delivery of inspection programs is the responsibility of Operations Branch.

The purpose of shell egg program review activities is to ensure that the planning and delivery of the shell egg inspection systems is not only consistent with written procedures, but is also delivered in an effective manner suitable to achieve the objectives of the program. It will also assess if program design is current and effective.

Egg program review activities should not be confused with plant inspections or FSEP system audits. Shell egg inspections are performed by Operations Branch to determine if the establishment is meeting the requirements prescribed under the appropriate Acts, Regulations or policies. FSEP system audits are audits of an establishment's HACCP system.

**16.5**      **SCOPE**

This activity verifies all aspects of the Shell Egg Program for which CFIA has responsibility. Activities can be conducted at the Area, Regional or District level, by or in conjunction with the program or network specialist. The review program deals not only with domestic programs, but also with import and export programs.

**16.6**      **GOALS**

The program reviews will specifically serve to determine:

- the quality of program execution;
- compliance of plant inspection, product inspection and grading procedures 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 review and follow-up activities on recommendations; and
- training needs for program delivery.

**16.7 PROGRAM REVIEW PROCEDURES**

**16.7.1 FREQUENCY**

While program reviews may be organized on a regular basis to ensure consistent program delivery, other circumstances may be considered when scheduling review frequency; i.e. significant changes in organization, policy, inspection techniques, or technologies, and results of recent previous reviews. Shell Egg Program Reviews are usually conducted by the Area Egg Program Specialist once per year per region.

In some cases, it may be decided by the National/Area reviewer to perform an unannounced 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.

**16.7.2 SELECTION**

The 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.

**16.7.3 RESPONSIBILITIES**

The region will be responsible for ensuring that the plants scheduled for on-site evaluation are in operation when the review is carried out.

Area officials are responsible for collecting any materials e.g. laboratory coats, equipment and inspection forms required by the national reviewer.

The responsibilities for each level are as follows:

**Reviewer**

Coordinate the selection of plants and propose dates for reviews.

Communicate and clarify review requirements.

Plan and carry out assigned responsibilities effectively and efficiently.

Prepare program review report. appropriate personnel.

Verify the effectiveness of corrective actions taken as a result of the review report.

**Operations**

Review and confirm dates and forward to Area office.

Appoint responsible staff to accompany review team.

Provide all resources required to ensure an effective and efficient program review.

Distribute program review results to

Determine and initiate corrective actions based on the program review

**16.7.4 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 reviewer as a guide, and is designed so that it does not restrict additional activities or investigations considered necessary as a result of information gathering during the review.

**16.7.5 PROGRAM REVIEW REPORT**

The Program Review Report (Appendix I) is the official report of the reviewer which is used

to record the compliance and uniformity of program delivery according to established procedures.

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

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

**16.7.6 DISTRIBUTION OF THE PROGRAM REVIEW REPORT**

- National:           Area Egg Specialist  
                          Inspection Manager  
                          Egg Supervisor  
                          Participants
  
- Area:                Chief of Egg Program  
                          Egg Supervisor  
                          Inspection Manager  
                          Participants

**16.8 FOLLOW-UP**

**National Program Review**

The Area Egg 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. 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).

## PROGRAM REVIEW REPORT

Date: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Regional Representative(s): \_\_\_\_\_  
 Plants Visited : \_\_\_\_\_

S = SATISFACTORY  
 NI = NEEDS IMPROVEMENT  
 US = UNSATISFACTORY  
 NA = NOT REVIEWED

	S	NI	US	N/A
1. Preparation				
2. Applicable Act and Regulations				
3. Manuals and Directives				
4. Work plan and Quarterly Reports				
5. Inspection Equipment				
6. Registration Files				
7. Sanitation, QA, Pest Control and Chemical List				
8. Sampling Programs				
- environmental sampling				
- chemical residue sampling				
- washwater sampling				
9. Pre-grade Program				
10. Inspection Reports				
11. Product Inspection				
12. Labelling Verification				
13. Critical Control Verification				
14. Detention Procedures				
15. National and Area Program Reviews				
16. Follow-up Procedures				
17. Import & Export Records				
18. Recall Procedures				
19. Waste & Inedible Procedures				
20. Personnel Training				

**ASSESSMENT CRITERIA**

1. **Preparation**  
Program specialists /regional staff /inspection staff prepared for the review.  
Pertinent files accessible.  
Necessary persons have been informed.
2. **Act and Regulations**  
Program Specialist(s) and Inspection staff have the current Act and Regulations.  
Program Specialist(s) and Inspection staff use the regulations in an appropriate manner.
3. **Manuals and Directives**  
Program Specialist(s) and Inspector(s) have an accessible manual and national directives.  
Program Specialist(s) and Inspector(s) knowledgeable regarding the information contained in the manual.
4. **Work plan and Quarterly Reports**  
Program delivered adhering to the national standards.  
Quarterly reports being completed and submitted to Area /HQ on a regular basis.
5. **Inspection Equipment**  
Inspection equipment available for use during inspections and in good working order.  
Inspection equipment used in an appropriate manner.
6. **Registration Files**  
Registration process being completed in an appropriate time period.  
Files, documents, and plans accurate and complete.  
Current registration list available.
7. **Sanitation, Quality Assurance, Pest Control and Chemical List**  
Sanitation Program being completed as written.  
Quality Assurance Program completed as written.  
Pest Control Program effective and being maintained on a regular basis.  
All chemicals and pesticides being used in a station accepted for use in a food plant.
8. **Sampling Programs**  
Samples being taken as per sampling plan.  
Proper number of samples sent to the laboratory for analysis.  
Follow ups conducted as needed.
9. **Pre-grade Programs**  
Proper number of lots and samples chosen for inspection.  
Reports accurate and complete.  
Follow-up action conducted when needed.
10. **Inspection Reports**  
Inspection reports being completed thoroughly and accurately.  
Inspector ensures that plant management is advised of any deviations.
11. **Product Inspection**  
Product inspection reports being completed accurately.  
All grades of product are inspected and appropriate switching rules are used.  
Proper follow-up action conducted when product fails to meet regulation standards.  
Station handles store returns correctly and controls movement of Canada C eggs.
12. **Labelling Verification**  
Updated file of all the stations labels available.  
Labels and cartons include the required markings and nutrition facts tables.  
Previous markings on re-used boxes fully covered.  
All markings including best before date and producer premises code are legible.
13. **Critical Control Verifications**

Inspector verifies that critical control items are being adhered to (ie. Washwater temperature, pH, holding room temperatures).

14. **Detention procedures**  
Detention procedures followed.  
Detention notices being filled in properly with the applicable act and/or regulations.  
Detained product controlled and the detention(s) followed up to completion.
15. **National and Area Program Reviews**  
National and Area reviews being completed as per schedule.  
National and Area reviews well documented.
16. **Follow-up Procedures**  
Deviations noted in the National /Area program review reports are being followed up on, and well documented.
17. **Import & Export Records**  
Import and export documents complete and available.
18. **Recall procedures**  
Plant recall procedures are implemented  
All containers are properly and legibly coded to facilitate a recall.
19. **Waste and inedible procedures**  
No cross contamination.  
Waste/inedible product denatured where applicable.
20. **Personnel training**  
New employees trained and certified according to the egg program standards.  
FSEP/HACCP training level is appropriate for the activities being conducted.

<b>CORRECTIVE ACTION REQUEST</b>	
Program Reviewed:	
Review date:	Review Code :
<b>Part A: Description of non-conformity and related observations:</b>	
Reference or Criteria:	
Reviewer*: (lead) :	Date: _____
Area Representative*: _____	Date: _____
<i>The corrective action plan (completed Part B) must be submitted within 1 month of agreement of findings.</i>	
<b>Part B: Description of corrective action:</b>	
Date for completion of corrective action: _____	
Appropriate Area Operations or Programs Official* : _____	
Date : _____	
<b>Part C: Approval of Part B</b>	
Area Executive Director*: _____	Date: _____
Program Executive Director*: _____	Date: _____
<b>Part D: Verification of Corrective Action:</b>	
1: Documentation Provided:	Acceptable <input type="checkbox"/> Not acceptable <input type="checkbox"/>
2: Verification by Program Network Personnel:	Acceptable <input type="checkbox"/> Not acceptable <input type="checkbox"/>
3: Follow-up visit:	Acceptable <input type="checkbox"/> Not acceptable <input type="checkbox"/>
4: Follow-up visit findings:	
<b>CAR closed: Yes <input type="checkbox"/>      No <input type="checkbox"/></b>	
Reviewer*: _____	Date: _____

\* Print name below signature