CONTROL PROCEDURE FOR MILK FACILITIES TO BE APPROVED FOR EXPORTATION INTO EUROPEAN COUNTRIES

1. OBJECTIVE

The objective of this procedure is to determine the rules of the official controls which the milk facilities intending for exportation of milk and dairy products into the European Union (EU) countries are required to follow.

2. SCOPE

This procedure covers the official controls to be performed during raw material, transportation, processing, storage, delivery and certification with the application of the facilities intending for exportation of milk and dairy products into the EU countries.

3. LEGAL BASIS

a) Veterinary Services, Plant Health, Food and Feed Law No. 5996
b) Food Hygiene Regulation
c) Regulation on Specific Hygiene Rules for Food of Animal Origin
d) Regulation on Official Controls of Food and Feed
e) Regulation on Registration and Approval Procedures of Food Establishments
f) Turkish Food Codex Regulation on Microbiological Criteria
g) Turkish Food Codex Communiqué on Determining the Maximum Levels of Residues and Classification of Pharmacologically Active Substances Pertaining to Veterinary Drugs Available in Food of Animal Origin
h) Turkish Food Codex Regulation on Maximum Residue Limits of Pesticides
ı) Turkish Food Codex Regulation on Contaminants

4. GENERAL PROVISIONS

a) With the aim of ensuring food safety, it is required the food safety approach which is adopting *"From the Field to the Fork"* concept and integrated.

b) The food business operator is obliged to ensure the food safety throughout the food chain. The new legislation describes clearly the liabilities of all parties in the food chain. Feed producers, farmers, cultivators and food business operators are obliged to ensure the food safety.

c) The competent authority is obliged to audit whether the liabilities of the food business operators are fulfilled or not through national monitoring and control systems, and to take the required measures.

5. APPLICATION

a) The establishment intending to export milk and dairy products into the EU may apply to the Provincial Directorate where production is carried out by petition.

b) The petition should include the milk product intended to export into the EU.

c) The petition should include the statement indicating that the production shall be carried out in accordance with the terms and conditions specified in the Commission Regulation (EU) No.605/2010 and dated 2 July 2010, *"Animal and Public Health and Veterinary Certification Conditions for Introduction into the European Union or Raw Milk and Dairy Products Intended for Human Consumption"*.

d) The petition should include the certificated farm/farms where the raw milk is provided.

e) The General Directorate of Food and Control is informed about the application petition of the establishment intending to export milk and dairy products into the EU.

6. OFFICIAL CONTROL

a) The personnel who perform the official controls are determined by the Provincial Directorate of Food, Agriculture and Livestock in accordance with Annex-2 to the Law No.5996. The appointed personnel are provided with training about the subject in question.

b) The appointed personnel review the previous official control records of the establishment, and whether the farm where the raw material is provided is certificated or not within 15 days from the date on which the petition is submitted, and accept or reject the application. The food business operator is notified about the situation in written.

c) When the application is approved, the official controls are initialized within 20 working days, after contacting with the food business operator, as to determine the terms and conditions regarding the certificate laid down in Commission Regulation EU 605/2010 "Animal and Public Health and Veterinary Certifications Conditions for Introduction into the European Union or Raw Milk and Dairy Products Intended for Human Consumption" are fulfilled or not.

d) The official controls include following subjects:

1- The legislation described under the section legal basis has been prepared in parallel with the EU legislation, and its expiry date is specified in terms of enforcement. However, the criteria described in the legislation are applied regardless of their expiry dates during the official controls performed for exportation of milk and dairy products into the EU.

2- The official controls to be performed at the establishments intending to export milk and dairy products into the EU are performed according to the question list in ANNEX-1.

3- For the milk it processes, the establishment intending to export milk and dairy products into the EU should ensure the production is carried out in accordance with the *"Regulation on Specific Hygiene Rules for Food of Animal Origin"* prepared in parallel with the EU Regulation 853/2004/EC, and organise a system for the other production types. That differentiation may occur on a physical and/or temporal basis.

4- The raw milk to be processed for exportation into the EU should exclusively be provided from a certificated farm.

5- The milk provided from the certificated farm is separately despatched and stored in a separate system.

6- A raw milk collection program which includes the records of the plate numbers of the vehicles to collect the raw milk, name of the drivers thereof, day and time on which milk is collected, is prepared and the control officer checks that program.

7- During official controls, the training records of the driver, the cleaning and disinfection records of the tanker transporting milk, and the temperature of the milk when leaving the farm are controlled.

8- The exit temperature of the raw milk introduced into the establishment from the farm and the introduction temperature thereof into the establishment should comply with the *"Regulation on Specific Hygiene Rules for Food of Animal Origin"*.

9- For the official controls, the samples shall be taken from the establishments having a request to export milk and dairy products into the EU throughout the year in terms of the number of somatic cells and colony at 30 ^{o}C. For the evaluation regarding the number of

somatic cells, it is taken into account the geometric mean which is related to three (3) months and determined by taking at least one (1) sample monthly. For the evaluation regarding the number of colony, it is taken into account the geometric mean which is related to two (2) months and determined by taking at least two (2) samples monthly. The determined values should comply with the criteria described in the *"Regulation on Specific Hygiene Rules for Food of Animal Origin"*. In addition, the analysis results performed by food business operator for auto-control purposes shall be checked and compared with the results drawn from official samples. Where the difference between the results is unacceptable, corrective and preventive measures shall be taken after searching the reasons of differences.

10- In relation with the Determination of the Pharmacologically Active Substances Pertaining to Veterinary Drugs, the establishments having a request to export milk and dairy products into the EU are controlled within the framework of "National Residue Monitoring Plan" which is implemented based on the *"Regulations on Measures for Monitoring of Specific Substances and Residues Thereof in Livestock and Food of Animal Origin"* prepared in parallel with the Commission Decision 1997/747/EC dated 27/11/1997 and regarding the Determination of Sampling Levels and Frequency in Specific Food of Animal Origin and the Council Directive 96/23/EC dated 23/5/1996 and regarding the Measures for Monitoring of Specific Substances and Residues Thereof in Livestock and Food of Animal Origin. In addition, it is provided the establishments with the notification that the veterinary drugs residues in the raw milk is considered to be dangerous, and the antibiotic tests are applied as a control measure. The results are evaluated in accordance with the *"Turkish Food Codex Communiqué on Determining the Maximum Levels of Residues and Classification of Pharmacologically Active Substances Pertaining to Veterinary Drugs Available in Food of Animal Origin"* which is prepared within the framework of harmonization with the European Union by taking into account the Commission Regulation 37/2010/EEC.

11- The milk which is separately collected from the certificated dairy farms only and separately transported, and complies with the *"Regulation on Specific Hygiene Rules for Food of Animal Origin"* shall be processed on a pre-determined production line and in a pre-determined time range. With the aim of ensuring the official controls to be efficiently performed, it should be known and determined in advance the raw milk tanks where the raw milk complying with the *"Regulation on Specific Rules for Food of Animal Origin"* is stored. To this end, the establishment shall separately prepare and determine the flow chart of the collection and processing lines of the milk complying with the *"Regulation on Specific Hygiene Rules for Food of Animal Origin"*, and mark this line with specific signs following the milking. The flow chart of that line shall be approved and known by the control officer in advance. The establishment shall inform the Branch Office of Food and Feed about the processing time in written. The official controls shall be planned as to cover that period, as well.

12- Determined by the food business operator during official controls, the physical and/or temporal separation is controlled through the work flow chart of the establishment at first. Then, a confirmation is required in the area, and production records are examined.

13- In the case that the food business operator uses dairy products (i.e. ice cream production using milk powder, cream, etc.) instead of raw milk, the establishments should use, as raw material, the products of the establishments approved for the European Union at home, and

the products of the milk plants located in the EU in terms of imported products, or the products of the establishments (of which names have been published on the EU Official Journal) which have obtained the number of exportation into the EU in terms of importations from other countries rather than the EU. The documentation related to that product is recorded by the establishment.

14- In the HACCP plan of the establishment, it is guaranteed that the pesticide residue is determined to be dangerous, and the limits of active substances described in the Annex-2 to *"Turkish Food Codex Regulation on Maximum Residue Limits of Pesticides"* regarding the pesticide residues comply with the Annex-3.

15- Described in the *"Turkish Food Codex Regulation on Contaminants"* which is prepared in parallel with the Commission Regulation of the European Union 1881/2006/EC on Determining the Maximum Limits of Specific Contaminants in Foods in terms of milk, the contaminants are determined to be dangerous in the HCCAP plan of the establishment and controlled.

16- The food business operator determines the optimum sampling frequency provided that the number of samples is not less than that of Annex-1 and Annex-2 to the *"Turkish Food Codex Regulation on Microbiological Criteria"* which is prepared in parallel with the Commission Regulation of the European Union 2073/2005/EC on Microbiological Criteria for Foodstuffs. A microbiological control plan is prepared accordingly. That plan is controlled to ensure the establishment to meet the microbiological criteria during the official controls.

17- The establishments should produce in accordance with the conditions specified in the *"Food Hygiene Regulations"* which is prepared in parallel with the European Parliament and Council Regulation 852/2004/EC on Food Hygiene. Those subjects are confirmed during the official controls.

18- The water, ice and steam which are used at food businesses should meet the conditions specified in the *"Regulation on Water Intended for Human Consumption"* published in the Official Gazette No.25730 on 17 February 2005 by the Ministry of Health. The food business operator makes a water control plan including sampling frequency and analysis, and performs the controls according to that plan. That plan and analysis results are confirmed as complying with the relevant Regulation at official controls.

19- The establishments which are to be approved to export processed milk and dairy products into the EU should make productions in accordance with the terms and conditions specified in the Commission Regulation (EU) No.605/2010 and dated 2 July 2010, "Animal and Public Health and Veterinary Certifications Conditions for Introduction into the European Union or Raw Milk and Dairy Products Intended for Human Consumption". In this context, one of the following conditions should be fulfilled based on the product during the production of processed milk and dairy products:

(a) Implementation of a sterilization process of which F_o value is equal to or higher than 3, or

(b) Procession at high temperature (UHT) as at minimum 135 ^oC for minimum 1 second, or

(c) (1) Short-term pasteurization process (HTST) which is applied on milk twice of which pH value is equal to or higher than 7.0 for 15 seconds, and obtaining a negative reaction from the alkaline phosphatase test which is applied shortly after the thermal process, or

(c) (2) A process which gives a pasteurisation effect corresponding to the above process, and provides a negative reaction for an alkaline phosphatase test which is applied shortly after the thermal process,
(d) Application of HTST on milk of which pH value is lower than 7, or
(e) Applying one of the following physical applications with HTST application;
(1) Decreasing the pH value under 6 within 1 hour, or
(2) Application of an additional thermal process at a temperature which is equal to or higher than 72 ^{o}C with the drying process.
20- In this context, the establishment determines one of the applications specified in the article 19 and it fulfils as Critical Control Point (KKN). During the relevant controls, the control officer examines whether those establishments fulfil the relevant conditions required in the production process of the product in question and requested to export *in situ* and requests the compliance requirements. In addition, the control officer examines the auto control results of the food business operator, collects official samples after pasteurisation process, and then, controls the efficiency of pasteurization and alkaline phosphatase test.
21- The food business operator prepares a separate HACCP plan including the above subjects for the product requested to export into the EU. The control officer inspects according to the "Official Inspection Form for HACCP System" given in Annex-2.
22- The food business operator keeps the records concerning the quantitative traceability of the products to be exported into the EU, and the quantitative traceability is confirmed during the official controls.

7. EVALUATION OF RESULTS OF OFFICIAL CONTROLS

a) The official controls to be performed at the establishments intending for exportation of milk and dairy products into the EU are performed within the framework of the above subjects. It is taken into account the weight score in ANNEX-1 in the evaluation process.
b) If the subject which is audited and controlled does not comply with the conditions specified in the audit and control form, the weight score thereof is marked as a minus. The weight scores are stable and cannot be marked as more or less.
c) In the case that one of discommodities of which weight scores are (5) and (4) is detected, the establishment is not certified. If that establishment is a certified one, its certification is cancelled.
d) In the case that the discommodities of which weight scores are (3), (2) and (1) are detected, the food business operator is given a time not more than six months as to fulfil the discommodities in question. At the end of the given time, the follow-up audit is performed to determine whether the discommodities in question are fulfilled or not. If the discommodities are not fulfilled, the certification of the establishment is suspended, or the department where the discommodity occurs is not allowed to operate. In the case that the discommodities of the establishment of which the certification is suspended, or of the department of which operation is stopped are not fulfilled within a year, the certification of the establishment is cancelled.
e) The food business of which the certification is suspended cannot carry out exportation into the EU countries.
f) For the establishments which are determined as conforming to the conditions after the official controls, it is specified in the conclusion part of the form that the establishment is

certified as to export milk and dairy products into the EU with the name of the product in question.

g) The General Directorate of Food and Control is informed about the establishment which is certified for exportation into the EU in written.

8. AUDIT FREQUENCY

a) The establishment which applies for the exportation of milk and dairy products into the EU is controlled within the framework of the above subjects following its application.

b) The establishment determined as conforming to the conditions after the controls is certified.

c) The establishments certified for the exportation of milk and dairy products into the EU are controlled through an annual plan indicating when and by whom the audits are to be conducted at least twice (2) a year by Provincial Directorates in order to see the certification conditions are maintained or not.

d) The results of the official controls are evaluated according to the article 7.

e) The General Directorate of Food and Control is informed about the results of the official controls.

ANNEX-1

CONTROL LIST FOR THE ESTABLISHMENTS WHICH PRODUCE MILK AND DAİRY PRODUCTS AND APPLY FOR THE EXPORTATION THEREOF INTO THE EU

OFFICIAL CONTROL DATE:

1) ESTABLISHMENT INFORMATION	
1.1. Commercial Title of Establishment	
1.2. Address-Phone Number	
1.3. Number of License to Start and Operate a Business	
1.4. Certification Number	
1.5. Name of Product Requested to Export	
1.6. Name of Certified Farm	

1.7. Certification Number and Date of Farm	
1.8. Total Milk Amount Introduced into Establishment	
1.9. Raw Milk Amount From Certified Farm	
1.10. Raw Milk Amount Return	

	Weight Score	Score
2) TRANSPORTATION OF RAW MILK FROM CERTIFIED FARM		
2.1. Plate numbers of milk collection vehicles and records of drivers' names	2	
2.2. Driver training and records	3	
2.3. Day and time records for milk collection	3	
2.4. Cleaning, disinfection and records of tanker used for transporting raw milk	4	
2.5 Temperature of raw milk when leaving farm (maximum 8 ^{o}C if collected daily, maximum 6 ^{o}C if not collected daily)	4	
3) ACCEPTANCE CRITERIA FOR RAW MILK		
3.1. Temperature of milk (maximum 10 ^{o}C)	5	
3.2. Number of colony at 30 ^{o}C (geometric mean related to 2 months with at least 2 samples monthly millilitre ≤ 100.000)	4	
3.2. Number of somatic cells (geometric mean related to 3 months with at least 1 sample monthly millilitre ≤ 400.000)	4	
3.4. Control of antibiotic and other veterinary drug residues (Turkish Food Codex Communiqué on Determining the Maximum Levels of Residues and Classification of Pharmacologically Active Substances Pertaining to Veterinary Drugs Available in Food of Animal Origin)	4	
3.5. Control of pesticide residue (Turkish Food Codex Regulation on Maximum Residue Limits of Pesticides)	4	
3.6. Control of contaminants (Turkish Food Codex Regulation on Contaminants)	4	
4) ACCEPTED RAW MILK/DAIRY PRODUCTS (milk powder, cream, casein, etc.)		
4.1. Separate storage	5	
4.2. Determination of separate line/programing of separate time	5	
4.3. Supply of dairy products from certified establishment	5	
5) SURROUNDINGS OF ESTABLISHMENT		
5.1. Causing contamination, piles of rubbish and waste, puddle and conditions causing pests to reproduce should not be present	3	
6) INSIDE ESTABLISHMENT		
6.1 Toilets should be in a separate place from where food is processed and not directly communicate with the production area	3	
6.2. Entrance door of establishment should be accordingly positioned not to directly communicate with the production area	3	
6.3. Walls should be made of materials which have smooth surfaces, are waterproof, washable, pest-resistant, smooth and light-coloured, and not be cracked as well as being easy to clean and appropriate for production	2	
6.4. Ceiling should be accordingly arranged not to allow condensation, leaks, accumulation of dirt and mild formation	2	
6.5. Floor should be made of materials which are waterproof, not broken, cracked and slippery, washable and appropriate for cleaning and disinfection, and have an adequate inclination enabling liquids to flow towards drains easily	2	
6.6. Junctions of walls and floor should be rounded or enable hygiene, and prevent accumulation of dust	2	
6.7. Drainage system should be appropriate for the required purposes and designed as to remove the contamination risk, and it should enable the wastes to flow from contaminated place to clean place in the case that the drainage canals are fully or partially open	2	
6.8. Windows and other open places should be positioned as not to allow pollution, and window sills should not be used as shelves, and the glass windows at the production area should be protected against the possible contamination occurring as a result of breakage	2	
6.9. Doors and windows should be positioned as to prevent files, pesticides and other pests from entering, and in the case of using a cage, the cages should be tin-porous, easy to clean,	2	

demountable and renewed regularly		
6.10. Auxiliary structures such as stairs, cages and chutes should be positioned and structured as not to cause foods to get contaminated	2	
611. Doors should be made of materials having smooth surfaces and are liquid-tight, and be self-closing	2	
6.12. Fuel tanks should be positioned at appropriate places, and not directly communicate with the production area, and comply with the regulation	2	
6.13. An appropriate separation which may not prevent work flow should be provided between the clean and dirty places of the establishment, and an appropriate disinfection system should be available at this crossing point	2	
6.14. Cautionary instructions should be available at appropriate places inside the establishment	1	
6.15. Up-to-date records should be kept in terms of temperature control	3	
6.16. If the establishment has a laboratory, it should comply with the hygiene rules, and be separated from the other units with a full partition, and not directly communicate with the production areas	3	
6.17. Positive air pressure should be provided at microbiologically sensitive production areas, if required	3	
6.18. Refectory of the establishment should be in a separate place from the production area and comply with the hygiene rules	2	
6.19. Toilets, shower rooms and dressing rooms should be in separate place from the production area, and clean and in adequate number, and cautionary signs about hygiene rules should be available at those areas	2	
6.20. Properly positioned and designed for hand cleaning, the washbasins should be provided with enough facilities for cleaning and drying hands hygienically	2	
6.21. First aid supplies and box should be available in workplaces	2	
6.22. Glass and other fragile materials should not be taken into any production and storage areas (excluding for packaging purposes)	4	
6.23. In the case of using a fragile material, those materials (sight glass, windows on the lines, etc.) should be coated with a protective material resistant to cracking and kept on a record	4	
7) CLEANING AND DISINFECTION		
7.1. Machinery and equipment should not be fixed on the floor as to complicate cleaning	2	
7.2. In the workplace, cleaning and disinfection should be regularly carried out according to a program, and the hygiene control programs should be hanged on the relevant places of the workplace or kept in a file in order to record the cleaning and disinfection activities	3	
7.3. A person should be commissioned to control the cleaning activities in the establishment	2	
7.4. At the food businesses, detergents, chemicals and/or disinfectants, or active raw materials thereof which are allowed to be used by the competent authority and comply with the food industry should be used	3	
7.5. The establishment should take measures to prevent the foodstuffs from getting contaminated during cleaning and disinfecting the materials, tools and equipment in the workplace through water, detergent and/or solution thereof	3	
7.6. Materials, tools, equipment and floors should be dried as soon as possible after cleaning, and the tools and instruments used for cleaning should not be worn and dirty, and the materials should be separated in terms of for floor cleaning and for tool and equipment cleaning	3	
7.7. There should be disinfected mats at the entrance and exits of the production area and/or overshoes, slippers or special shoes should be used when entering the production area, or there should be equipment featuring disinfection functionality	2	
7.8 Cleaning instructions should be available for all the machinery, tools and equipment contacting with the production area and food, and those instructions should include detergent type, concentration, temperature, time and frequency, and the efficiency of cleaning activities should be analysed, measured and recorded in periods determined by the establishment	2	
7.9. Cleaning and disinfection products should be clearly labelled and described, and kept far away from the production area as to not cause contamination	2	
7.10. There should be vessels in adequate number which are closed and easy to clean for garbage and wastes, and garbage bags should be used	2	
8) PEST MANAGEMENT		

8.1. In the workplace, the pest management should be regularly performed according to a program, and there should be an in-establishment settlement plan for all feeding and physical measures points, and those points should be always controlled, and regular cleaning and maintenance activities should be performed for traps, electric fly traps and physical measures, and all those activities should be recorded	3	
8.2. Harmful pesticides or other substances harmful to health should bear the relevant tags indicating toxic effect and warnings for usage, and be stored in a lockable room or cabinet used for this purpose only, and transferred and used by trained personnel	2	
8.3. A person should be commissioned for pest management program in the establishment	2	
8.4. For pest management, the pesticides allowed by the Ministry of Health should be used in accordance with its purpose of use and public health, the toxic pesticides should be used out of the establishment only, and the pest management should be carried out by the certified bodies by the Ministry of Health	2	
8.5. There should not be animals which are likely to contact with foodstuffs and personnel in the workplace rather than the security departments	2	
9) RAW MATERIAL, ADJUVANT, ADDITIVES		
9.1. Providing the dairy products used for production from the certified plant	5	
9.2. The raw material, food components or substances and materials contacting with food should not be used at production and put up for sale	4	
9.3. The raw material should be provided with introduction into the establishment without causing dust formation, pollution, deterioration and cross contamination	4	
9.4. Additives and flavours should be kept in their original packages	2	
9.5. There should not be materials which are not related to the products, imitation and used for adulteration purposes in the workplace	3	
9.6. Introduced into the establishment, the raw material, adjuvant, materials and substances or additives contacting with food should be described with batch/series number determined by the establishment or provider, and the traceability thereof should be provided	3	
9.7. At the production area, the raw material, adjuvant, packaging material or additives of which amounts are more than that of required for the production should not be stored, and the production area should not be used as a warehouse	3	
9.8. The foodstuffs should be prepared, stored and put up for sale as to not cause cross contamination	5	
10) WATER, ICE AND STEAM USED AT WORKPLACE		
10.1. The water used at the establishment should be potable, sufficient, permanent, and comply with the Turkish Food Legislation	5	
10.2. The water used at the establishment should meet the conditions of "Regulation on Water Intended for Human Consumption" by the Ministry of Health, and be kept on a record	4	
1.3. The ice used in a way that it contacts with food should be produced from the potable water complying with the Turkish Food Legislation, and stored and carried according to the hygiene rules inside the establishment	4	
1.4. The steam used on the surfaces which directly contact with food and the substances and materials contacting with food should be obtained from the potable water complying with the Turkish Food Legislation	4	
10.5. Used for steam production, cooling, fire extinguishing and similar purposes, the water should not contact with the foods and carried on a separate lines, and those lines should be marked with different colours in accordance with the specified standards, and the water should not return to the system carrying potable water	4	
11) TECHNICAL EQUIPMENT, TOOLS AND INSTRUMENTS		
11.1 The workplace should have the required minimum technical equipment and pressure, temperature flow indicators on the relevant places according to their techniques, and recording should be carried out when necessary, and those records should be kept	3	
11.2. All the tools, instruments and technical equipment used at the establishment should be resistant to heat, steam, acid, alkaline, salt and similar substances, and positioned as to not contaminate foods, and their protective and preventive maintenances should be regularly fulfilled and kept on a record	3	
11.3. Design and placement of the tools and instruments should be made according to operation, and protected in terms of security	2	
11.4. Measuring equipment and appliances should be calibrated, and kept on a record	3	

11.5. The machinery, tools and other equipment should be made of appropriate materials, and appropriate for cleaning and disinfection, and not cause contamination, and their welding points should be polished	3	
11.6. Materials such as unprocessed board which cannot be sufficiently cleaned and disinfected should not be used if not required	3	
11.7. Cables and pipes should not be placed on the tanks, equipment, product inputs and final products, and they should be installed in a way not causing contamination risks such as accumulation of dirt, condensation and leakage	3	
11.8. The broken equipment should be described with an informative sign, repaired or kept away from the production area	2	
11.9. All the pipes and connectors which are not used should be kept off the floor, and their outlets should be covered	2	
11.10. Mercury thermometer should be used for temperature measurement	2	
12) LIQUID WASTE LINES AND STORAGE AND REMOVAL OF SOLID WASTE		
12.1 Liquid waste system of the workplace should be resistant to corrosion, and positioned as to be easy to clean and maintain, and be capped and have the capacity to meet the liquid waste amount	2	
12.2. According to the workplace conditions, the solid and liquid wastes should be stored in a way that they should not cause contamination and odour on the product and removed in accordance with the legislation, and materials, tools and equipment used for storage and transportation of solid waste should be made of materials which are disposable, easy to wash, to clean and to disinfect, and they should be marked and kept in a place not affecting the production and not be used for purposes related to foodstuff production	3	
12.3. The liquid waste of social facility should be linked to sewage with a closed system or to appropriate cesspools if sewage is not available	3	
13) PERSONNEL HYGIENE		
13.1 The personnel of the workplace should have a medical report and be periodically examined	3	
13.2. The personnel who are known or suspected to carry the diseases or disease symptoms (jaundice, diarrhoea, vomiting, fever, fever sore throat, runny nose or eyes, ear discharge, etc.) related to foods should not be allowed to enter food storage and production areas, and when skin problems such as wounds and boils occur, the wound should be appropriately closed, and measures should be taken so as to prevent wounds from contacting with food directly or indirectly	3	
13.3. The personal hygiene rules should be followed	3	
13.4. It is not allowed to smoke and eat at the production areas and warehouses	2	
13.5. The personnel should wear light-coloured helmet, boot or special shoes which are clean and easy to clean, and working outfits without pocket and button or protective clothes required their duties, and those clothes should always be cleaned	2	
13.6. The personnel working at the production and storage areas should not wear watch or jewellery, or keep those with them	2	
13.7. The hair, moustache, beard and arms of the personnel directly contacting with the product should be covered as to not cause contamination, and hands should be cleaned and disinfected prior to entering the production area	2	
13.8. There should be protective outfits (overshoe, bonnet, apron, etc.) for the visitors coming from outside into the production area	2	
13.9. There should be a person responsible for the personnel hygiene in the establishment	2	
13.10. The personal belongings and clothes pertaining to the personnel should not be kept in the production areas of foods	2	
14) PACKAGING/PACKING AND LABELLING		
14.1. The materials and substances used for packaging and packing the food should comply with the Turkish food legislation	4	
14.2. The hygiene conditions should be fulfilled when carrying the packaging and packing materials to the packaging and packing area	3	
14.3. Food, materials and substances contacting with food should be protected as to not be damaged from external factor during transportation	3	
14.4. Packaging and packing processes should be performed in a way preventing contamination to food	4	
14.5. The packaging materials produced for foods to be used more than once should be cleaned and	3	

disinfected when necessary, and they should have an appropriate structure for cleaning and disinfection processes		
14.6. The protective gases used for packing should have the conformity certificate to foods (nitrogen, etc.)	2	
15) ILLIMUNATION AND VENTILATION		
15.1. Illumination should be adequate and equal to the daylight	2	
15.2. The bulbs should be protected against glass contaminated caused by breakage	2	
15.3. A mechanical and/or natural ventilation system should be provided in order to change polluted air, to prevent accumulation of dust and to control moisture and temperature according to the product and process needs, and there should be grid or a protective mechanism on the ventilation gaps, and the grids should be demountable	3	
15.4. Temperature of the establishment should be appropriate for the products	4	
15.5. The establishment should have enough ventilation to prevent contamination caused by steam and moisture	3	
15.6. Ventilation intakes should be filtered or protected	3	
16) TRASNPORTATION AND STORAGE		
16.1. The doors, windows and other parts of the warehouse should have appropriate equipment to prevent any kind of pests from entering	2	
16.2. In the warehouses, the floor should be smooth, and the walls should be smooth, easy to clean, and their plaster should not be casted, and they should not negatively affect the products	2	
16.3. Ceiling and roofs of the warehouses should be insulated against leakage, yielding and effects of temperature changes	3	
16.4. The tools, equipment and materials used at warehouses and for transportation means should be clean, durable and appropriate for its hygiene purposes	3	
16.5. Raw material, other production inputs, processed foods, spare tools and equipment, cleaning and disinfectant materials should be stored in separate places	3	
16.6. The packaging and cover materials should be stored as packaged and tagged as to not cause contamination	2	
16.7. Raw material, food components, food, materials and substances contacting with food should be stored on an appropriate material resistant to moisture and as high as pallets and in a way that they should not be damaged, deteriorated and polluted and contact with walls or floor	3	
16.8. The warehouses should be clean and as large as the establishment's capacity	2	
16.9. The foodstuffs should be stored as to not deteriorate their characteristics	2	
16.10. Means and/or vessels used for carrying the foods should be designed in a way allowing sufficient cleaning and disinfection, and they should be kept clean and renewed when required, and stored well	2	
16.11. Ventilation, temperature and moisture level of warehouses and transportation means should comply with the product features of raw material, adjuvant, aromas and additives, and there should be temperature and moisture measurement devices at warehouses and transportation means when required, and the data should be always recorded	3	
16.12. Food, material and substances, toxic materials, cleaning materials and returned products which contact with food should be stored in separate places with appropriate labelling	2	
16.13. The vessels in the vehicles and/or containers should not be used for carrying another material rather than food	5	
16.14. Foods should be packaged/covered, protected and placed in the vehicles and/or containers/vessels as to minimize the contamination risk and prevent cross contamination	4	
16.15. In the case that foodstuffs are carried with another material or different foodstuffs, the products should be completely separated from each other	3	
16.16. The containers/vessels used for carrying different foodstuffs should be cleaned and disinfected when necessary as to prevent cross contamination during different loadings	3	
16.17. The vehicles used for carrying should be such as to enable the foodstuffs to be stored at appropriate temperature and the temperature values to be monitored, and the container/vessels should bear the instruction "for foodstuffs only" which is inserted clearly and visibly	3	
17) TRAINING		
17.1. A regular training should be provided for the production complying with the hygiene rules and personal hygiene	3	
17.2. The people who are responsible for the implementation of HACCP plan and good practice guides should be provided with enough training on the implementation of HACCP principles	3	

17.3. The personnel should be provided with information about the regulation on exportation into the EU	2	
17.4. Trainings should be organised in order to raise awareness of the personnel, and records thereof should be kept	2	
18) TRACEABILITY		
18.1. In order to prevent the raw milk and dairy products obtained from the certified establishment and to be used for production from mixing with other milk and dairy products, the work flow should be separated on a physical and/or temporal basis, and the records thereof should be kept	5	
18.2. The records related to the quantitative traceability of the products to be exported into the EU should be kept	4	
18.3. The documentation related to control and analysis records should be kept	4	
18.4. The markings and descriptions related to traceability should be provided all the stages from raw milk to final product	4	
18.5. Separate HACCP plans regarding the products intended to be exported into the EU should be prepared, and record thereof should be kept	5	
18.6. The records regarding the availability of procedure for product recall and active implementation thereof should be kept	3	
19) THERMAL PROCESS REQUIREMENTS (EU Regulation 65/2010)		
19.1. Controlling the conformity of the implemented thermal processes to 65/2010	5	
19.2. Controlling the determination of the implemented thermal process as KKN in the HACCP plan	5	
19.3. Confirmation of the thermal process (phosphatase test, etc.)	5	
20) MICROBIOLOGICAL CONTROL		
20.1. Microbiological plan control (Turkish Food Codex Regulation on Microbiological Criteria)	4	
20.2. Control of microbiological analysis results (Turkish Food Codex Regulation on Microbiological Criteria)	4	
21) RECOMMENDATIONS		
22) CONCLUSION		

Of Audit Control Team			
Name-Surname	Title	Place of Duty	Signature

Of Authorized Signatory of Workplace and/or Engagement Director			
Name-Surname	Title	Place of Duty	Signature

ANNEX-2

OFFICIAL FORM OF HACCP SYSTEM INSPECTION

Date:

ISSUES TO BE INSPECTED	PRESENT		APPLYING		EXPLANATIONS
	Yes	No	Yes	No	
A) GENERAL					
1. Does the workplace meet the conditions described in this regulation in terms of technology and hygiene?					
2. Does the manual cover the pre-requisites program?					
3. Do the pre-requisites programs comply with the subjects described in the food regulation?					
4. Is there a procedure for reviewing the efficiency and conformity of HACCP management system to its on-going purpose?					
5. Has a HACCP manual been prepared?					
Does the manual fully cover the description and features of the workplace/company?					
Does it cover the policy of the firm?					
Does it cover the product information?					
Does it cover the process information?					
Does the scope of HACCP plan include the product and production stages required in the relevant legislation? Are the exceptions specified?					
Does it cover the hazard analysis and preventive measures?					
Does it cover the critical control points?					
Does it cover the norms, target levels and critical limits and control frequency?					
Does it cover the monitoring of critical limits?					
Does it cover an example of the document indicating the deviations or the record of the observed deviations?					
Does it cover the corrective activities?					
Does it cover the confirmatory activities?					
Does the supportive general information include the documentation and recording system?					
Is there a work/task description?					
B) ORGANISING HACCP TEAM					
1. Has a HACCP team been organised?					
2. Are the education and experience levels of the team such as to cover all the activities carried out at the establishment?					
3. Has a HACCP coordinator been assigned?					
4. Have the names, mission, authority and responsibility of HACCP team members and coordinator been clearly described in the relevant document?					
5. Have the agenda and time of the HACCP team's meetings been updated? Have the items on the agenda been detailed?					
6. Has a HACCP plan been developed for each product type or product group?					
7. Has the scope of HACCP plan (start and end of the responsibility of establishment) been completed?					

8. Has the scope described which section of the food chain should be included and the hazard classifications to be considered?					
C) PRODUCT DESCRIPTION					
1. Has a description of the product which covers the relevant safety information been made?					
2. Have all the criteria been specified in the product features?					
3. Are there the purchase procedure, input control plan, evaluation criteria for provider, agreements with the providers and relevant records, if any? Are they active?					
4. Are there the specifications of raw material and final product?					
5. Are there control plans and/or records of the final product?					
D) DESCRIPTION OF AIMED USAGE					
1. Do the product features cover the aimed usage style?					
2. Have the target consumer group (public, private) and consumption type been determined?					
3. Are the sensitive consumer groups (the old, babies, diabetics, etc.) and other warnings included?					
E) FORMATION OF FLOW CHART					
1. Have a main operation chart and a detailed flow chart covering all production stages been prepared for each product and operation?					
2. Have the re-use, waste and packaging materials been specified in the flow chart?					
3. Are there a settlement plan of the surroundings of workplace/factory, premises and all the departments?					
4. Has a cross contamination source been described or specified?					
5. Is there a short description clearly indicating the objective of each processing step?					
F) *IN SITU* CONFIRMATION OF FLOW CHART					
1. Have the HACCP team performed the *in situ* confirmation of flow charts?					
2. Has the confirmation frequency specified in the procedure?					
3. Has a difference been detected during *in situ* confirmation of flow chart?					
G) PERFORMING THE HAZARD ANALYSIS					
1. Has the hazard analysis been performed and recorded for each product type or product group?					
2. Is there a list for potential hazards?					
3. Are the detected potential hazards sufficient?					
4. Have the control measures been completed?					
5. Has the risk evaluation been performed?					
6. Have the biological, chemical and physical hazards been specified at all the stages of production, distribution and sale?					
7. Do the HACCP team receive support rather than their own knowledge and resources when preparing the plan? Have the resources been documented?					
8. Have the preventive activities to take control of any kind of hazard been determined? Can the preventive activities prevent, remove or reduce the hazards to an acceptable level?					
9. Have the processing method, product or good production application methods been changed if there is not an appropriate method to prevent, remove or reduce the hazards to an acceptable level?					

10. Has the hazard analysis been re-evaluated if raw material, product formula, processing methods, distribution, sale, aimed usage area or target consumer have been changed?					
11. Have the confirmations been performed and recorded?					
H) DETECTION OF CRITICAL CONTROL POINTS (KKN)					
1. Has a KKN been determined for each hazard?					
2. Have one or more decision trees been used when KKN's are determined?					
3. Have the KKN's actually been selected as the correct points to be able to bring under control the hazard?					
4. Are the KKN's enough to bring under control the defined food safety hazards?					
5. Have the KKN's been supported with the scientific data?					
I) DETERMINATION OF CRITICAL LIMITS					
1. Have the critical limits been determined for each KKN?					
2. How have those limits been determined?					
-Have they been documented if determined through literature resources?					
-Are there records if determined by trial and/or using a statistical method?					
3. Are the determined critical limits enough to prevent, remove and reduce a hazard?					
4. Have the critical limits been confirmed?					
J) IMPLEMENTATION OF MONITORING SYSTEM					
1. Is there a monitoring system which enables the effective and efficient controlling of KKN's?					
2.					
3. Is the determined monitoring frequency enough to keep the hazard under control?					
4. Are the applicable devices and used methods enough to monitor the determined limits?					
5. Are there procedures and implementation records for determination of measurements and/or equipment security (calibration program, etc.)?					
6. Have the corrective activities been specified in the monitoring system?					
7. Have the monitoring records and documents been always signed by the responsible person?					
8. Have the monitoring records been confirmed at a specific time range?					
K) IMPLEMENTATION OF CORRECTIVE ACTIVITIES					
1. Are there discommodity procedure and records thereof?					
2. Is there a corrective activity procedure?					
3. Have the required corrective activity and time been determined for each KKN?					
4. Is there any occurrence of digressing from the critical limits about KKN in records?					
5. Are the corrective activities implemented for the observed deviations sufficient and are there implementation records thereof?					
6. Has the authorization and responsibility hierarchy which enables the corrective activities to be performed immediately been specified in the procedure?					
7. Is the determined corrective activities process such as to					

bring under the control the KKN being out of control?					
8. Do the determined corrective activities have the feature of detecting and correcting all the susceptible product/inappropriate product series?					
9. Are the determined corrective activities such as to prevent the re-occurrence of the unwanted situation?					
10. Are there the product recall procedure and implementation records for inappropriate products?					
11. Are there the product disposal procedure and implementation records for inappropriate products?					
12. Is there a traceability procedure?					
13. Is there an emergency procedure?					
14. Is there a procedure for customer complaints?					
K) CONFIRMATION AND VALIDATION					
1. Have a confirmation team been organised in a way enabling impartiality?					
2. Is there a confirmation and validation procedure?					
3. Does the confirmation procedure cover discommodity reports, sanitation results, validation of critical limits, review of internal and external inspection results, customer complaints, emergency applications and applications of withdrawal from the market?					
4. Do the confirmation and validation procedures enable the accurate and prompt detection of hazards and efficient control thereof within the scope of recommended plan?					
5. Does the confirmation activity cover review of the HACCP system and records thereof?					
6. Do the confirmation activities cover the review of deviations and product disposal?					
7. Do the confirmation activities confirm that KKN's are controlled?					
8. Do the confirmation activities include the certification activities which are to confirm the benefits of all the instruments related to HACCP plan?					
9. Is there a record for each confirmation activity?					
10. Is the confirmation frequency enough to confirm whether the HACCP system is efficiently running or not?					
11. Does the confirmation aim to evaluate the scientific and technical inputs of HACCP plan and indicate that the information supporting HACCP plan is accurate?					
12. Do the HACCP team review the efficiency and compliance of the management system to the on-going purpose?					
13. Are the review results recorded?					
14. Is there a system which constitutes the basis for the records of the HACCP plan updates or revisions?					
15. Has the HACCP plan been revised as a result of the confirmation activities and if revised, are there records and documents related thereof?					
16. Have all the personnel of the establishment been trained about HACCP and do they have a training record?					
L) DOCUMENTATION RECORDING SYSTEM					
1. Is there a procedure for the management of HACCP document and records?					
2. Is there an efficient and accurate documentation and recording system for the implementation of the HACCP					

system?					
3. Do the documentation and recording comply with the features and extent of the operation?					
4. Are the documents and record certified?					
5. Can the HACCP documents and records be obtained easily?					
6. Has the content of the HACCP manual been summarized in an index?					
7. Are the records kept regularly for each KKN?					
8. Are there the records of personnel training programs?					
9. Are all the HACCP records and documents available for inspection?					
10. Are all the documents and records kept for at least two years?					

Of HACCP Inspection Team			Of Food Business Operator and/or Authorized Signatory		
Name-Surname	Title	Signature/Date	Name-Surname	Title	Signature/Date