

PLANT CHECKS INSTRUCTIONS

This is to explain and help the OVs how to complete the plant checks form.

A *Plant checks* form was developed to help OVs in plants to record and keep evidence of the checks that are carried out monthly, quarterly and six monthly.

The form is comprised of 3 parts:

- Plant general information (plant name, approval number, address and approved activities)
- Plant checks summary
- Individual month sheet, with a list of categories (including subcategories) that will have to be checked at least monthly, quarterly or six monthly.

Where will you find the form?

The form will sit on SharePoint as a live document, in each plant's folder. One document for every approved slaughterhouse for a full year. The Plant checks form will be in the plant folder, Enforcement subfolder, Year sub-subfolder (Area 1, 2, 3/Plant/Enforcement/Year) – one form for the whole year.

Who will have access to the form?

OVs attending slaughterhouses will have access to this form, with no restrictions. Plant teams and OMT can also access it for their information.

Who has the responsibility to complete the form?

The form has to be completed by the OVs attending the slaughterhouse, this includes: lead OVs, mobile OVs and locums. Communication between OVs is essential and it is advised that all OVs know what checks have been carried out and what are due to, when covering their plant or other plants.

How is the form to be completed

1. Make sure the slaughterhouse you are in has the ***Plant checks*** form on SharePoint.
2. Open the form.
3. Complete the details for the plant in the Plant general information sheet. If already completed, go to the next step.
4. Look for the month sheet for which you are doing the checks and click on it.
5. Get familiar with which checks have to be done on a monthly basis.
6. Do your checks, take notes of what documents have been checked, for what period and if any deficiencies found. This will help you complete the ***Plant checks*** form.
7. Once the checks for one or more categories are done, complete the date when the checks were carried out, select the outcome, add your name, select any action taken, add your comments and finally enter the evidence (see step 6).
8. Do the same for the categories that have to be done at least quarterly or once every six months.
9. Once you have completed the checks for one category, you will have to record this in the summary sheet – Plant checks summary. The description on how to classify the outcome in the summary sheet is available on the sheet. You will have to select an outcome based on the summary checks outcome.
10. After the summary was completed, save the form and close it.