Rules for Plant Visitors

Identification: I.D. is required of any person who wishes to conduct an inspection of the plant.

Inspections: Customer inspections are a regular practice for food processing plants and will occur at any time. OSHA inspections may result from employee complaint, complaint against an outside contractor or a random computer scheduling.

Notification of Inspection: The appropriate company staff must be notified before an inspection can begin. Staff will notify all other company officials and staff members involved with the operation. Admission of Inspectors: An inspector may not be admitted into the plant without the permission of the company president or his appointed alternate. All inspectors must comply with all company rules and regulations.

Conference: All inspections are preceded by an opening conference chaired by the company president or his appointed alternate to determine the focus and purpose of the inspection.

OSHA Log and Injury Records: The inspector will request a review of the OSHA logs for the past several years and will review the employee injuries and illnesses listed on the logs.

Programs and Procedures: The inspector may inquire about the existence of certain programs or procedures (i.e., quality control or quality assurance, preventative maintenance, housekeeping, hazardous materials, etc.) If copies of programs are given to the inspector, it is important that a note be made of the program taken by the inspector.

Inspections: Except for complaint inspections, inspectors may observe any area they choose during the walk-around portion of the inspection. During an OSHA or government inspection, do not walk through the processing area of the plant. Go directly to the requested area of concern.

Photography: Videotaping and photography must be approved by management and are not allowed unless permission is granted.

Samples: If the inspectors take samples during the inspection, duplicate samples must be requested by staff and sent immediately to a laboratory to be tested for the organism or chemical of concern.

Equipment: Never open any doors or covers to any operating equipment in an effort to explain a process to an inspector.

Observations by the Inspector: Staff and management will note any potential hazards that the inspectors point out. The hazard must be corrected before the inspector leaves the premises if at all possible. The sooner the correction, the more favorable the impression. Inspectors appreciate quick correction and immediate action. They will not ask for immediate correction, but they do expect it.

This form is only a sample and should be modified to meet the needs of your particular operation.

Plant Visitors Agreement

General Rules

All visitors must agree to abide by all FDA, state and local regulations governing the operation of this facility.

1. Visitors must wear clean outer garments that are washable. Shoes must be in good repair and of leather construction. No open toes.
2. All visitors must wash hands with soap and warm water and sanitize their hands prior to handling almonds.
3. All visitors are to wear effective hair restraints including hairnets, beard and mustache covers where applicable.
4. All jewelry, including watches, must be removed when entering the plant.
5. Shirt pockets are to be emptied and cleared of pencils, etc., when in the plant.
6. No glass or food items of any kind are permitted in the plant processing areas. Food may only be consumed in designated eating areas or outside the building.
7. No visitors infected with any infectious or communicable disease, including boils, sores, infected wounds or any other affliction which may spread disease, may be in contact with almonds.
8. Candy, chewing gum, lozenges, etc. are not allowed in the plant.
9. Tobacco is not permitted in the plant. Smoking areas are designated.
10. Extra clothing must be left in the office and not taken into the plant.

Please sign as acknowledgement and intended compliance of the rules stated above.

Date
_____

Visitor Name
_____

Visitor Signature
_____

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