



Food Safety and Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

Exit Conference Condensed EIAO



Performing the Assessment

- Prior to exit conference
 - Discuss findings with SEIAO and DO to ensure all issues are resolved
 - Meet with FLS, IIC, and IPP
- Hold exit conference within the 7 day in-plant time frame



Exit Conference

- EIAO schedules exit conference
- IIC, FLS, and plant management should attend the exit meeting
- Document meeting in the general tool



Exit Conference

- EIAO will provide a “Draft” marked copy of the report to the establishment
- If an Agency letter such as NOIE is issued, it should be presented and discussed
- Any NRs documenting noncompliances not in support of a NOIE should be presented and discussed

Exit Conference

- Thank the establishment for their cooperation
- Describe FSA findings including any recommendations made to the DO
- Describe the basis for all NRs and any enforcement recommendations made to the DO
- Enforcement action documents are to be given at the exit conference



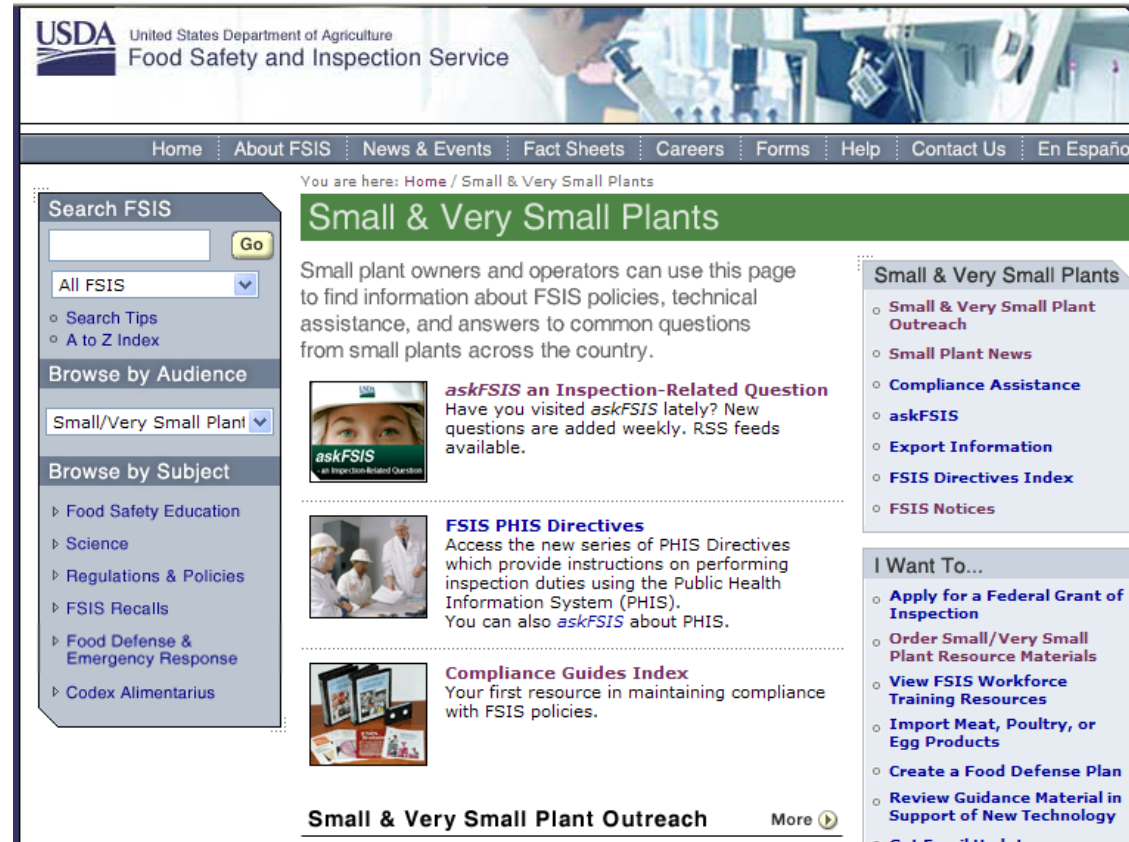
Exit Conference

- Advise that a final copy will be provided through the DCS
- Answer questions
- Provide business card for contact info



Exit Conference

- For small /very small establishments, direct them to resources to meet SBREFA obligations



Objective Checkup



- What are the key components to performing an FSA?
- What is “analysis”?
- What forms are completed by the EIAO during the FSA?
- What is the purpose of the executive summary?
- List and describe the possible FSA outcomes.
- What is the distribution of the FSA Report and timeframe for completion



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