

# Exit Conference Condensed EIAO

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# Performing the Assessment

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- 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

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



# Exit Conference

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- 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

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- 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

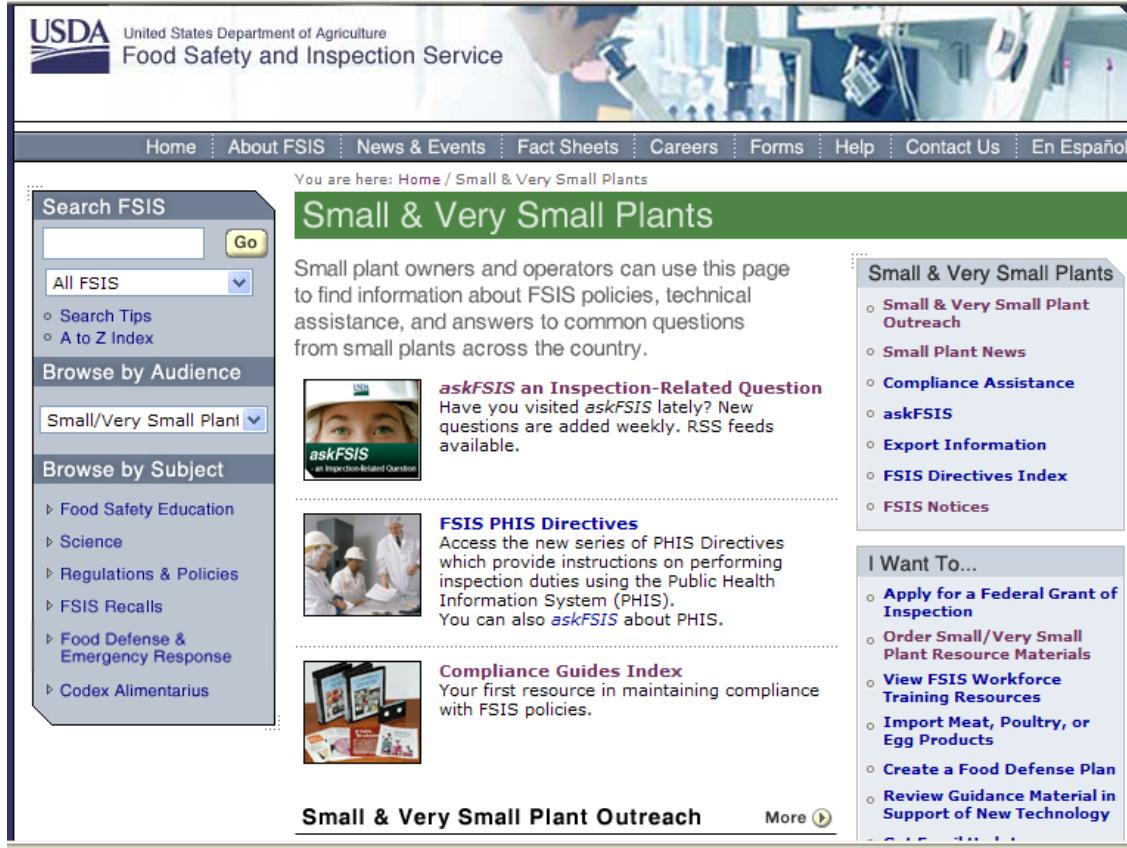
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- Advise that a final copy will be provided through the DCS
- Answer questions
- Provide business card for contact info



# Exit Conference

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



The screenshot shows the USDA Food Safety and Inspection Service (FSIS) website. The top navigation bar includes links for Home, About FSIS, News & Events, Fact Sheets, Careers, Forms, Help, Contact Us, and En Español. Below this, a breadcrumb trail indicates the user is at Home / Small & Very Small Plants. The main content area features a green header "Small & Very Small Plants". On the left, a sidebar titled "Search FSIS" offers a search bar, a dropdown for "All FSIS", and links for "Search Tips" and "A to Z Index". It also includes sections for "Browse by Audience" (Small/Very Small Plant selected) and "Browse by Subject" (Food Safety Education, Science, Regulations & Policies, FSIS Recalls, Food Defense & Emergency Response, Codex Alimentarius). The main content area contains three main sections: 1) "askFSIS an Inspection-Related Question" with a link to askFSIS about PHIS. 2) "FSIS PHIS Directives" with a link to view the new series of PHIS Directives. 3) "Compliance Guides Index" with a link to maintain compliance with FSIS policies. A sidebar on the right lists "Small & Very Small Plants" resources: Small & Very Small Plant Outreach, Small Plant News, Compliance Assistance, askFSIS, Export Information, FSIS Directives Index, and FSIS Notices. Another sidebar on the right lists "I Want To..." resources: Apply for a Federal Grant of Inspection, Order Small/Very Small Plant Resource Materials, View FSIS Workforce Training Resources, Import Meat, Poultry, or Egg Products, Create a Food Defense Plan, and Review Guidance Material in Support of New Technology. The footer includes a "Small & Very Small Plant Outreach" link and a "More" link.

# Objective Checkup

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- 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



[fsis.usda.gov](http://fsis.usda.gov)

