



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

Exit Conference EIAO Training



1

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 5-7 Day in-plant time frame.



2

Exit Conference

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



3

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



4

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



5

Exit Conference

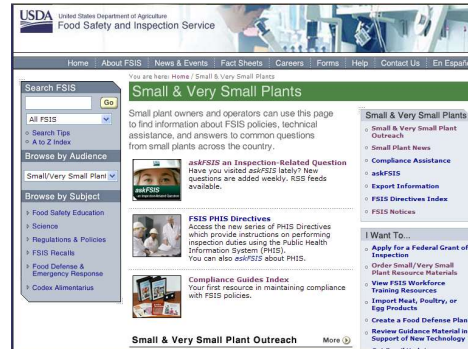
- Advise that a final copy will be provided through the DCS
- Answer questions
- Provide business card for contact info



6

Exit Conference

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



7

Questions?



8

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

