

Conduct a Weekly Meeting Job Aid

Instructions: Review this Job Aid and policy documents, regulations, and inspection methodologies with a mentor.

Acronyms/Definitions

- MOI – Memorandum of Interview
- PHIS – Public Health Information System

Task Overview

- The Inspector-in-Charge (or delegated IPP) is to have weekly meetings with establishment management to discuss topics that could affect food safety and the establishment's ability to meet regulatory requirements (e.g., individual noncompliance, developing trends of noncompliance, and less than perfect conditions) ([FSIS Directive 5000.1](#), Ch I. Sec. VI.).

Basic Procedure

- Schedule a Meeting with Establishment Management task.
- [Create a meeting agenda](#).
 - See [FSIS Directive 5010.1](#) for a list of possible topics for discussion.
 - Review Inspector Notes in the "Comment List" tab to determine which notes to include in the meeting agenda (e.g., notes documenting associations between NRs and other establishment findings).
- Conduct the weekly meeting with establishment management at a mutually agreed upon time and location. Take notes at the weekly meeting (notes do not have to be direct quotes).
- Document the notes in an MOI generated within the Meeting with Establishment Management task ([FSIS Directive 5010.1](#)). Include:
 - Date and time of the meeting
 - Who was at the meeting (including names and titles)
 - Details about the specific topics discussed, sufficient for a reader unfamiliar with the establishment to understand what occurred
 - Any outcomes and answers to any questions asked during the meeting
 - Discussion on recurring issues or topics
 - Document if no topics are discussed or if establishment management does not attend or participate
- Review the MOI to verify it is accurate and clear.
 - Verify discussion topics are clearly organized.
 - Remove unnecessary words and irrelevant details.
 - Verify use of active language.
 - Proofread for spelling or grammar errors.
 - Verify MOI is based on facts.
 - Avoid statements of opinion or speculation; avoid accusatory tone.
 - Verify use of clear, professional language.
 - Ensure topics and results can be understood by someone not familiar with the establishment.
 - Include references to the food safety system, policy issuances, or operational updates as applicable.

- Ensure MOI reflects engagement of FSIS and establishment management.
 - Ensure discussion points do not rise to the level of noncompliance and are appropriate for an MOI.
 - **Do not document noncompliances in MOIs** instead of documenting NRs.
- Finalize the MOI; notify establishment management when a finalized MOI is available in PHIS.
- If establishment management objects to the contents of an MOI, add to the MOI “Establishment management objects to the content of the MOI.”
- Complete the task in PHIS.

Discussion Points

- Discuss the importance of documenting accurate, detailed, and concise information in an MOI.
- Discuss the significance of discussing and documenting developing trends of noncompliance at the weekly meeting.

Knowledge Check

- What type of document do IPP use to record weekly meeting discussions and other important information shared with establishment management?

Resources

- [FSIS Directive 5000.1 – Verifying an Establishment’s Food Safety System](#)
- [FSIS Directive 5010.1 – Food Safety Related Topics for Discussion During Weekly Meetings with Establishment Management](#)
- [PHIS Help: Create and Print a Meeting Agenda](#)