

**National Shellfish Sanitation Program (NSSP) Guide for the Control of Molluscan Shellfish:  
2017 Revision**

**.02 Shellfish Plant Inspection Standardization Procedures**

**ATTACHMENT I**

STANDARDIZATION NOMINATION FORM

TO:	
FROM:	
SUBJECT: REQUEST FOR STANDARDIZATION	
DATE:	
Name:	
Title:	
Agency Name:	
Address:	
City/State/Zip:	
Telephone:	
Fax:	
Education: (list degree or include a transcript)	
	Length of Service:
	Describe shellfish experience:
CHECK (X) BELOW COURSES ATTENDED:	How many routine shellfish plant evaluations per year?
Shellfish Plant Sanitation ( )	1 - 5 ( ) 6 - 10 ( ) >20 ( )
Basic Seafood HACCP Alliance Course ( )	
List Other Courses	

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**ATTACHMENT II  
COMPOSITE PERFORMANCE REPORT**

<b>FIRM NAME:</b>	<b>Candidate(O)</b>	<b>Standard(X)</b>	<b>Disagreements</b>
#1 HACCP Plan			
#2 Plan Elements (a) Hazards			
#2 Plan Elements (b) Records			
#2 Plan Elements (c) Critical Limits			
#2 Plan Elements (d) Signed and Dated			
#2 Plan Elements (e) Critical Control Points			
#2 Plan Elements (f) Monitoring			
#2 Plan Elements (g) Verification Procedures			
#2 Plan Elements (h) Corrective Action if identified			
#3 HACCP Training			
#4 Plan Implementation (a) Receiving			
#4 Plan Implementation (b) Shellstock Storage			
#4 Plan Implementation (c) Processing			
#4 Plan Implementation (d) Shucked Meat Storage			
#4 Plan Implementation (e) Other Critical Limits			
#5 Approved Source Control Failure			
#6 Time/Temperature Control Failure			
#7 Other Critical Control Failure			
<b>TOTAL NUMBER OF DISAGREEMENTS</b>			
<b>SANITATION ITEMS</b>			
#8 Safety of water for processing and ice production			
#9 Condition and cleanliness of food contact surfaces			
#10 Prevention of cross-contamination			
#11 Maintenance of hand-washing, hand sanitizing, toilet facilities			
#12 Protection from adulterants			
#13 Proper labeling, storage, and use of toxic compounds			
#14 Control of employees with adverse health conditions			
#15 Exclusion of pests			
#16 Sanitation Monitoring and Records			
<b>TOTAL NUMBER OF DISAGREEMENTS</b>			
<b>ADDITIONAL MODEL ORDINANCE REQUIREMENTS</b>			
#17 Plants and Grounds			
#18 Plumbing and related facilities			
#19 Utilities			
#20 Disposal of other waste			
#21 Equipment condition and cleaning, maintenance, and construction of non-food contact surfaces			
#22 Shellfish storage and handling			
#23 Heat shock			
#24 Supervision			
#25 Transportation (To include only the person shipping)			
#26 Labeling and Tagging			
#27 Shipping Documents and Records / Written Recall Procedures			
<b>TOTAL NUMBER OF DISAGREEMENTS</b>			

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## **FIELD REQUIREMENT FOR THE SUCCESSFUL COMPLETION OF STANDARDIZATION**

In order for the *Candidate* to successfully complete standardization he/she must meet the following field standardization criteria after five (5) evaluations:

- HACCP inspection form items 1 - 7.  
Disagreements with the *standard cannot exceed an average of three (3)*.
- Sanitation inspection form items 8 - 16.  
Disagreements with the *standard cannot exceed an average of three (3)*.
- Additional Model Ordinance inspection form items 17 - 27.  
Disagreements with the *standard cannot exceed an average of four (4)*.

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**ATTACHMENT III**

**INDIVIDUAL FIRM COMPARISON FORM**

*"Candidate vs Standard: Composite Performance Chart"*

**NUMBER OF DISAGREEMENTS**

<b>FIRM NAME</b>	<b>HACCP</b>	<b>SANITATION ITEMS</b>	<b>ADDITIONAL MO REQUIREMENTS</b>
<b>TOTAL</b>			
<b>*Average Score</b>			
<b>Acceptable Avg. Score</b>		3	3
			4
<b>INSPECTIONAL EQUIPMENT</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	
<b>COMMUNICATION</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	

\*The *Candidate's* average composite score through five (5) formal standardization inspections meets (OR DOESN'T MEET) the acceptable average score required to achieve standardization.

STANDARDIZATION LOCATION:

DATE(S):

CANDIDATE:

STANDARD:

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**NSSP Standardized Shellfish Processing Plant Inspection Form**

Agency Name:					Date	
Type of Inspection:	<input type="checkbox"/> Certification <input type="checkbox"/> Pre-operational <input type="checkbox"/> Routine <input type="checkbox"/> Follow-up <input type="checkbox"/> Standardization					
Dealer Name:					Certification Number	
Dealer Address:						
<b>Hazard Analysis Critical Control Point (HACCP)</b>						
1.	<b>HACCP Plan</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Required for Certification					
2.	Plan Elements Identified and Adequate	<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> NA	Code		<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> NA	Code
	(a) Hazards		O	(e) Critical Control Points		K
	(b) Records		O	(f) Monitoring		K
	(c) Critical Limits		K	(g) Verification Procedures		O
	(d) Name, Address, Signed and Dated		O	(h) Corrective Action if identified		K
3.	<b>HACCP Training</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Code O		
4.	<b>Plan Implementation</b>	<b>Corrective Actions Recorded (K)</b> <b>Verification Procedures (K) (Signature)</b> <b>Monitoring Procedures (K)</b> <b>Records: Accurate/ Maintained (K) Format (O)</b> <b>Initialed/Dated (O) Firm's Name on record (O)</b>			<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> NA	Code
	(a) Receiving					
	(b) Shellstock Storage					
	(c) Processing					
	(d) Shucked Meat Storage					
	(e) Other Critical Limits					
5.	Approved Source Control Failure					C
6.	Time/Temperature Control Failure					C
7.	Other Critical Control Failure					C
	<b>Sanitation Items</b>	<b>Citation</b>		<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> NA	<b>Code</b>	
8.	Safety of water for processing and ice production	.02A				
9.	Condition and cleanliness of food contact surfaces	.02B				
10.	Prevention of cross-contamination	.02C				
11.	Maintenance of hand-washing, hand sanitizing, and toilet facilities	.02D				
12.	Protection from adulterants	.02E				
13.	Proper labeling, storage, and use of toxic compounds	.02F				
14.	Control of employees with adverse health conditions	.02G				
15.	Exclusion of pests	.02H				
16.	Sanitation Monitoring and Records					S(K/O)
	<b>Additional Model Ordinance Requirements</b>	<b>Citation</b>		<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> NA	<b>Code</b>	
17.	Plants and Grounds	.03A				
18.	Plumbing and related facilities	.03B				
19.	Utilities	.03C				
20.	Disposal of other waste	.03D				
21.	Equipment condition and cleaning, maintenance, and construction of non-food contact surfaces	.03E				
22.	Shellfish storage and handling	.03F				
23.	Heat shock	.03G				
24.	Supervision	.03H				
25.	Transportation (To include only the person shipping)	IX.05				K
26.	Labeling and Tagging	X.05, .06, .07				S (K/O)
27.	Shipping Documents and Records / Written Recall Procedures	X.08, .03				K
<b>Dealer's Signature</b>				<b>Inspector's Signature</b>		