


**PHILIPPINE FISHERIES DEVELOPMENT  
AUTHORITY**

**STANDARD OPERATIONAL  
INSTRUCTIONS MANUAL**


**ZFPC-SOI-05**



**ORIGINAL COPY**

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## I. OVERVIEW

The Food Safety and Environmental Management Unit (FSEMU) shall be under the Office of the Port Manager and shall be the local coordinating unit on concerns pertaining to compliance on Food Safety, Good Hygienic Practices (GHP), Sanitation Standard Operating Procedures (SSOP), solid waste segregation, pollution control measures, and relevant fisheries and environmental laws. The FSEMU shall be implementing proper hygiene practices, sanitation programs, and quality assurance measures to ensure the quality of fish and fishery products that are unloaded, traded and processed in the fish port, hence, guarantees the safety of the consuming public.


## II. PURPOSE

The FSEMU shall conduct monitoring and on-site inspections to ensure the implementation and compliance on Food Safety, Environmental laws and other statutory requirements such as:

- a. RA 10611 (Food Safety Act of 2013)
- b. R.A. 9003 (The Solid Waste Management Act of 2001)
- c. R.A. 9275 (The Philippine Clean Water Act of 2004)
- d. R.A. 8749 (Philippine Clean Air Act of 1999)
- e. RA 8435 (Agriculture and Fisheries Modernization Act of 1997)
- f. DENR Administrative Orders (DAO)
- g. Fisheries Administrative Orders (FAO)
- h. Presidential Decree No.979 (Marine Pollution Decree of 1976)
- i. PFDA Office Order No. 05 s. 2015 (Manual on GHP/GMP and SSOP on Port Operations and Development of PFDA)
- j. MARPOL 73/78

## III. FUNCTIONS, DUTIES AND RESPONSIBILITIES


- Ensures the safety, quality and wholesomeness of fish and fishery related products, in original form and processed goods, intended for domestic and international markets through modern facilities and infrastructures, as well as the technical soundness and truthfulness of product information for the protection of the consumers.
- Ensures that water which comes in direct contact with food or food contact surfaces or is used in the manufacture of ice is derived from a safe and sanitary source or is treated to make it safe.

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- Monitor that all food contact surfaces, equipment and utensils are smooth, can be cleaned easily and sanitized properly.
- Monitor that utensils, gloves, rubber boots and outer garments considered as contact surfaces are made of materials which are easily washable and are kept sanitary at all times..
- Monitor that there are no pets, pests and other rodents around the area of operation.
- Oversees the implementation of a range of environmental compliance documents required by other government agencies concerned, such as the quarterly Self-Monitoring Report (SMR), Compliance Monitoring Report (CMR) and the Environmental Compliance Certificate (ECC) Compliance Monitoring Report.

#### IV. ABBREVIATION/ACRONYM


- |     |               |   |   |
|-----|---------------|---|---|
| 1.  | FSEMU         | - | Food Safety and Environmental Management Unit   |
| 2.  | GHP           | - | Good Hygienic Practice  |
| 3.  | SSOP          | - | Sanitation Standard Operating Procedure   |
| 4.  | NUOCU         | - | Notice of Unusual Occurrence and Corrections Undertaken Report  |
| 5.  | PCO           | - | Pollution Control Officer   |
| 6.  | QC/AO         | - | Quality Control / Assurance Officer   |
| 7.  | QC/AI         | - | Quality Control /Assurance Inspector  |
| 8.  | SMR           | - | Self-Monitoring Report  |
| 9.  | CMR           | - | Compliance Monitoring Report  |
| 10. | ECC           | - | Environmental Compliance Certificate  |
| 11. | MARPOL 73/78- |   | Marine Pollution 73/78 (International Convention for the Prevention of Pollution from Ships, 1973/1978) |
| 12. | IN            | - | Improvement Notice  |

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## V. TERMS AND DEFINITIONS

For the purpose of these guidelines the following terms shall mean:

1. **Adulteration** – To make impure by mixing in a foreign or inferior substance and may also applied to food with temperature abuse.
2. **Clean Area** – An area with defined environmental control of particulate and microbial contamination and used in such a way as to minimize the introduction, generation and retention of contaminants within the area.
3. **Cleaning/Cleaned** – Removal of residues, dirt, food and fish residue, grease and other objectionable matter which may be source of contamination.
4. **Contaminants** – Any biological or chemical agent, foreign matter, or other substances that are not intentionally added to food, which may compromise food safety or suitability.
5. **Corrective Action**– The step to be followed whenever the results of monitoring procedures in respect of a pre-requisite program plan or regulatory action point plan shows that there should be non-compliance with the *sanitation regulations in the fish port*. It is also the pre-determined steps taken when a product of food failed to satisfy a critical limit or standard.
6. **Cross Contamination** – Contamination of raw materials, in-processed or finished products brought about by other ingredients or may also be due to pathways, entrance and exit of products and workers.
7. **Disinfection** – The reduction by means of chemical agents and/or physical methods of the number of microorganisms in the environment and food contact surfaces to a level that does not compromise food safety or suitability.
8. **Documentation** - All written procedures, instructions and records involved in the manufacture and quality control of products.
9. **Fish and Fishery Products** -Include all fish and other aquatic species like crustaceans, mollusks and other aquatic products; seawater and fresh water animals or other products of aquatic living resources whether fresh, chilled, frozen or processed intended for human consumption.

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10. **Fish Port** -A public fish port, either municipal or regional, owned and/or managed by the local government or the PFDA. It provides areas for fishing vessels and boats for loading and unloading, display, auction, sales and sorting of fish and fishery products or for other activities connected with water-borne commerce, including the land and water areas. It also provides necessary services and utilities for boat shelter, landing and repair. It also includes other structures, equipment and facilities like market halls, harbor areas, refrigeration buildings, net repair areas, etc.
11. **Fish Processing Plant**-An establishment wherein the handling, preparation, processing, packaging, labeling, storage and distribution of fish and fishery products are done.
12. **Food** - Any substance, whether processed, semi processed or raw, including beverages, chewing gum and any substance which should be intend for human consumption and which has been used as an ingredient on the manufacture, preparation or treatment of “food”.
13. **Food Contact Surfaces** - The surfaces that have direct contact on human food, utensils, equipment and materials including those surfaces from where food residue can drip, drain, diffuse or be drawn which ordinarily occurs during the normal course of operations.
14. **Food Handler**- Any person who directly handles packaged or unpackaged food, food equipment and utensils, or food contact surfaces and should be therefore expected to comply with food hygiene requirements.
15. **Food Safety**- The assurance that the food will behandled and processed properly and when consumed will not be harmful to the consumers.
16. **Food Hygiene** - All conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.
17. **Good Hygienic Practices (GHP)** - All practices regarding the conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.
18. **Good Manufacturing Practices(GMP)**–A set of rules or guidelines to be implemented in the fish processing plant which include adherence to existing rules and regulations in force respecting plant construction, personnel hygiene and sanitation specific to a product that supports a company’s policy and

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standard. Practices and procedures implemented in processing plants to ensure product safety, product quality and prevention of economic fraud.


19. **Harbor Area-** Any place which affords good anchorage and fairly safe station for ships/boat, or in which ships/boats can shelter by the land from wind and sea.
20. **Processing-** All operations involved in the preparation of a product that comprise quality control and hazard analysis from acquisition of raw materials and ingredients through processing and subsequent packaging to the release for distribution of finished products.
21. **Market Hall-**A place in municipal and regional fish ports where fish display, auction and trading activities are conducted in a particular time of the day or night.
22. **Microorganisms-** Refer to yeasts, moulds, bacteria and viruses including those “undesirable microorganisms “that are of public health significance which subject food to decomposition, contamination with filth or adulteration.
23. **Notice of Unusual Occurrence and Corrective Action (NOUCA)** - A form used by the QAU/FSEMU Inspectors to notify port clients/stakeholders including PFDA personnel who violate GHP/GMP and SSOP standards in the port premises and facilities.
24. **Packaging-** The process of packing that will be part of the production cycle applied to a bulk product to obtain the finished product. Any material, including printed material, employed in the packaging of a product, including any outer packaging used for transportation of shipment. Packaging materials are referred to as primary or secondary according to whether or not they are intended to be in direct contact with the product.
25. **Pests-** Any objectionable animals or insects including, but not limited to birds, rodents, flies and larvae.
26. **Pollution Control Officer** –Formulate programs that will enable to preserve natural resources, reduce the generation of fish port solid waste and mitigate pollution and conduct regular monitoring of port clients’ compliance to existing environmental law and local government ordinances.



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27. **Port Facilities** - Refer to the building, premises and equipment inside the port where fish loading, unloading, trading, processing, packing, labelling and holding of fish (storing, release and distribution) take place.
28. **Premises**- Plants and grounds within the bounds of the fish port or industrial establishment.
29. **Pre-Requisite Program**-Procedures including Good Hygienic Practices (GHP), Good Manufacturing Practices (GMP) and Sanitation Standard Operating Procedures (SSOP) that provide operational conditions providing the foundation of Hazard Analysis and Critical Control Point (HACCP) System.
30. **Processors**- Are the people engaged in the commercial or institutional processing of fish and fishery products for export and domestic markets.
31. **Quality Assurance** -The activity of assessing or evaluating whether the set standards are being followed or implemented in order to establish confidence that the quality function will be performed adequately.
32. **Quality Control/Assurance Officer** – Monitor and coordinate the conduct and implementation and enforcement of quality assurance programs, projects and other related events.
33. **Food Safety and Environmental Management Unit (FSEMU)** - The unit in the regional fish ports which is the implementing arm in executing the standards on food safety, sanitation programs and hygienic practices.
34. **Raw Materials**- All substances that are employed in the processing of a finished product.
35. **Record Keeping** -List of observations, measurements and other data written or recorded by the QAU/FSCU Inspector by means of monitoring equipment to document the adherence to sanitation, hygiene or other process requirements.
36. **Sanitation Standard Operating Procedures (SSOP)** - A manual or guideline on hygiene and sanitation established by a processing plant to achieve the goal of food safety.
37. **Sanitize** - To adequately treat food-contact surfaces and non-food contact surfaces by a process that will be effective in destroying vegetative cells of microorganisms of public health significance, and substantially reducing



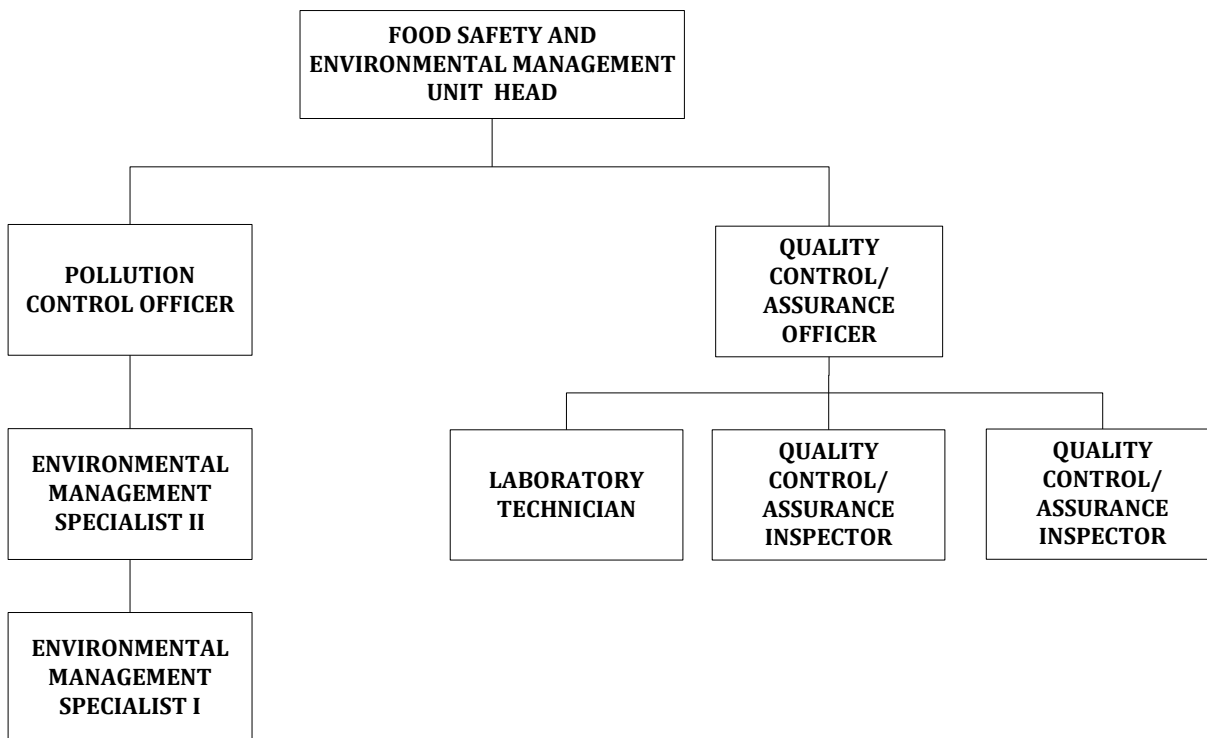
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numbers of other undesirable microorganisms, but without adversely affecting the product or the safety of the consumer.

38. **Stair Landing-** A stair-type reinforced concrete structure designed to handle loading and unloading operations of fishing boats. The facility will be oriented parallel to the shoreline.
39. **Verification-** Use of methods, procedures or tests in addition to those used in monitoring.

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## VI. ORGANIZATIONAL STRUCTURE



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## VII. ACTIVITIES

### 1. Inspection of Port Facilities


- 1.1. Refers to the steps in the conduct of inspection of port facilities in terms of practices of customers, and structures of both customers and PFDA units.
- 1.2. QC/A Inspector proceeds to the assigned port facilities for inspections.
- 1.3. QC/A Inspector takes pictures of non-conformance.
- 1.4. QC/A Inspector determines compliance and non-compliance based on the actual inspection and pictures taken.
- 1.5. QC/A Inspector informs the QC/A Officer of non-conformance findings.
- 1.6. QC/A Officer reviews and validates of non-compliant customers and/or PFDA units.
- 1.7. QC/A Officer issues notices of non-compliance to customers and/or PFDA units.
- 1.8. QC/A Officer keep documents for fillings.

### 2. Issuance of Notices of Non-Compliance

- 2.1. QC/A Inspector prepares notices of con-compliance with pictures and submits to FSEMU Head and Port Manager for signatures.

#### Types of Notices of Noncompliance

- 2.1.1. If non-compliance denotes practices, QC/A Inspector issues Notice of Unusual Occurrences and Corrections Report (NUOCO) to customer.
- 2.1.2. If non-compliance denotes structural, QC/A Inspector issues Improvement Notice to PFDA units concerned.

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- 2.2. Customer and/or PFDA units concerned must commit corrective action with target date of accomplishment

Corrective Action Accomplished?

- 2.2.1. If YES, QC/A INSPECTOR indicate the date and time of accomplishment and file NUOCO
- 2.2.2. If NO, QC/A INSPECTOR indicate the date and time of noncompliance and set another target of accomplishment
- 2.2.3. If complied, QC/A INSPECTOR indicate the date and time of accomplishment and file NUOCO
- 2.2.4. If not complied, QC/A INSPECTOR indicate the date and time of noncompliance and set another target of accomplishment.

### 3. Submission of Reports


- 3.1. QC/A INSPECTOR processes and tabulates filled-out Weekly Food Safety checklist at the end of every month

Types of Reporting


- 3.1.1. If Monthly Reporting, QC/A OFFICER Prepares and submits monthly summary report to FSEMU Head
- 3.1.2. If Quarterly Reporting, QC/A OFFICER Consolidate monthly reports and other FSEMU activities. Prepares and submits quarterly summary report to FSEMU Head
- 3.2. FSEMU HEAD evaluates submitted reports. Rates unit concerned/customer. Prepares reports and recommendation to the Port Manager for signature.
- 3.3. PORT MANAGER reviews and signs the recommendation and submits to OSD-QAD for verification and rating.

### 4. Pollution Control Officer Activities

- 4.1. Pollution Control Officer monthly collects and submits effluent samples for laboratory testing to DENR-EMB

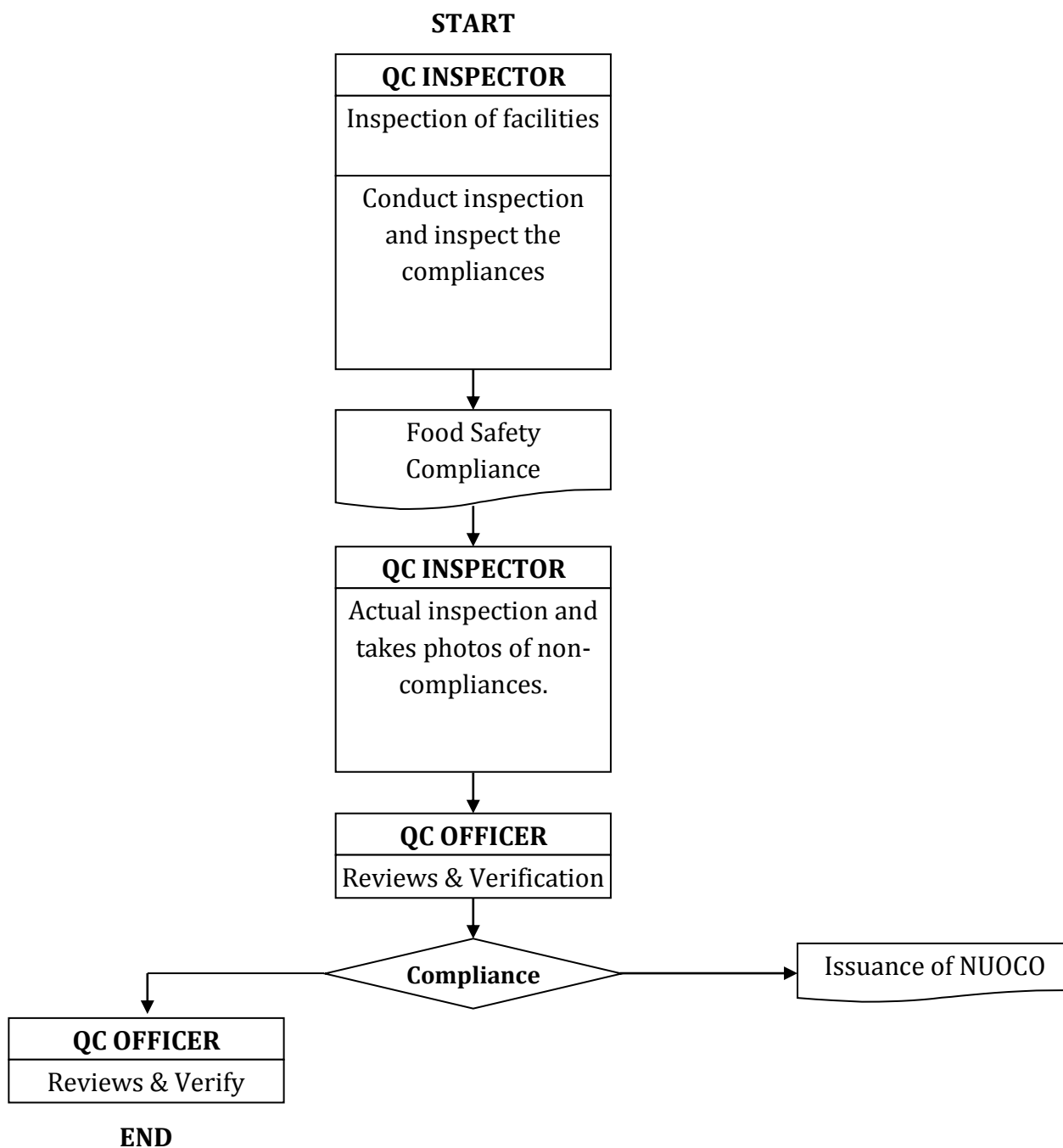
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- 4.2. Pollution Control Officer consolidates the monthly results of laboratory sample and other requirements of the DENR-EMB
- 4.3. Pollution Control Officer quarterly submits Self-Monitoring Report (SMR) to DENR-EMB and FSEMU Head

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## VIII. FLOW CHART

### INSPECTION OF PORT FACILITIES



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## POLLUTION CONTROL OFFICER ACTIVITIES


**START**

<b>POLLUTION CONTROL OFFICER</b>
Monthly collects and submits effluent samples for laboratory testing to DENR-EMB
Consolidates the monthly results of laboratory sample and other requirements of the DENR-EMB
Quarterly submits Self-Monitoring Report (SMR) to DENR-EMB and FSEMU Head

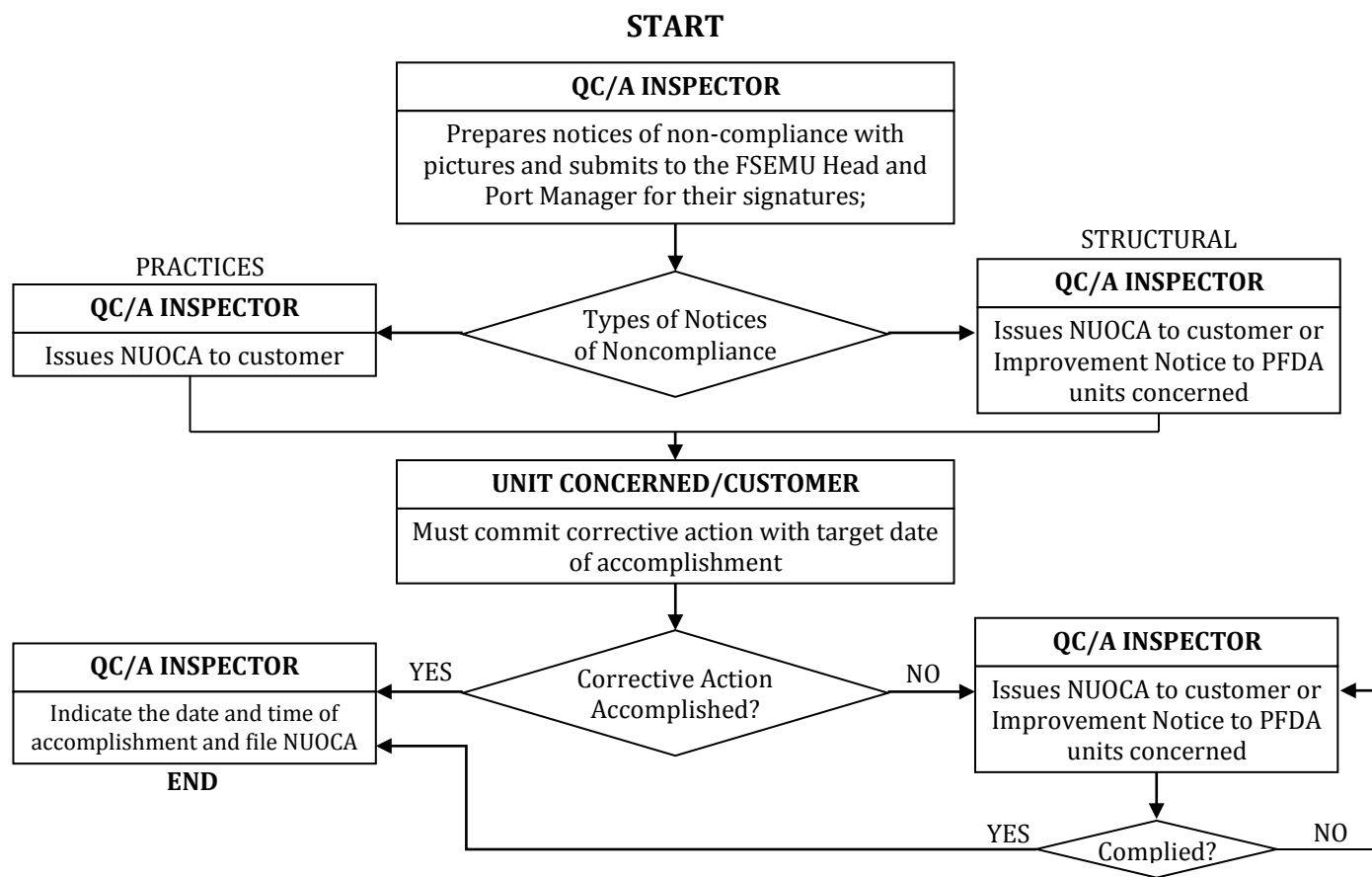



**END**



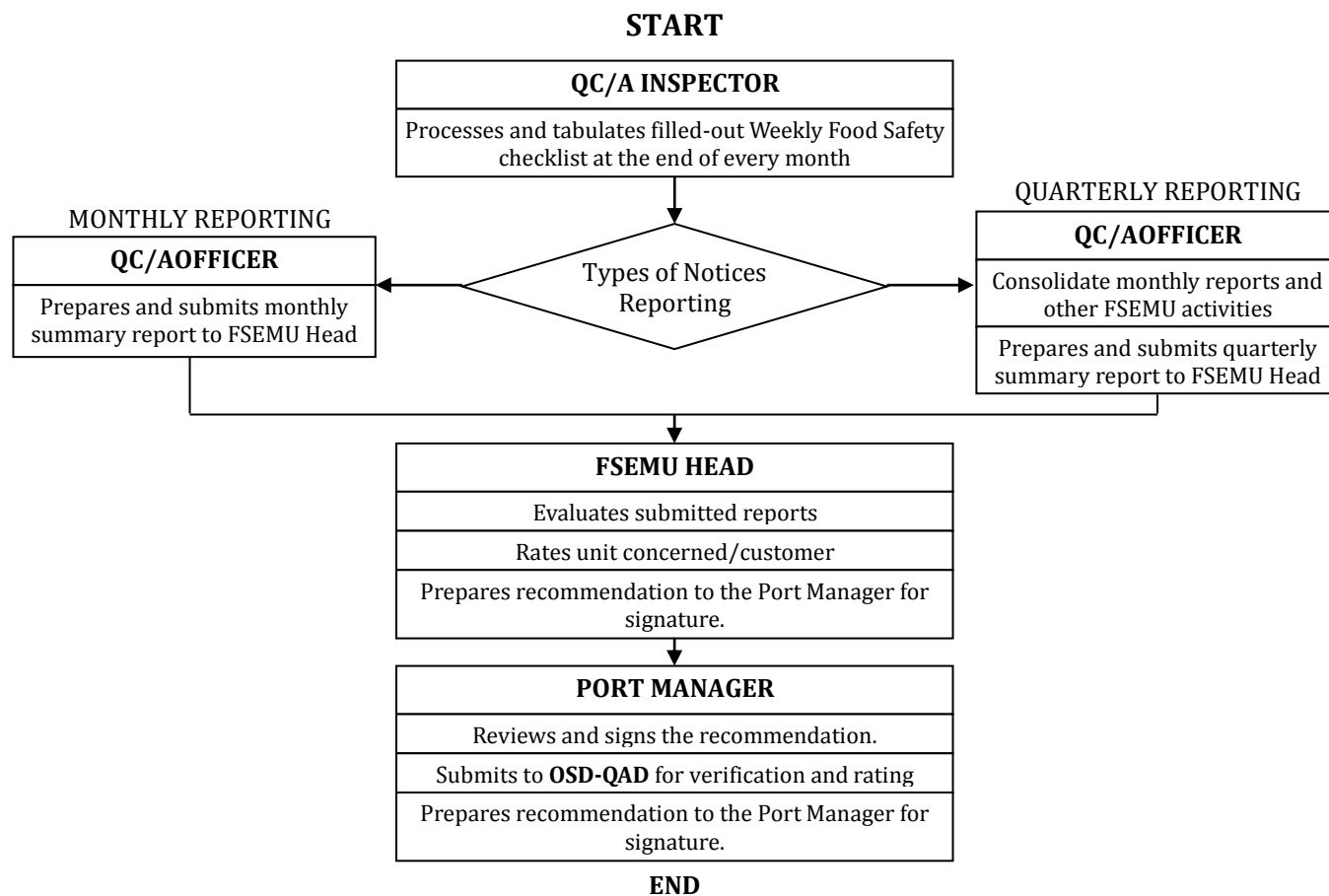
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## ISSUANCE OF NUOCO / IMPROVEMENT NOTICE



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## SUBMISSION OF REPORTS



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## IX. WORK INSTRUCTIONS

### 1. **Market and Harbor Areas (*Operation/Production and Process Control*)**

Fish unloading and trading shall be carried out in the most expeditious and sanitary manner. Mechanical means of fish unloading shall be provided. For manual unloading, only contraptions/containers that are made of food grade material that precludes the fish product from contamination and effect of the sun shall be used. The following conditions prevail:

Only personnel of **accredited fish processors, fishing vessels, overland vehicles, fish brokers, food vendors and fish suppliers** who have undergone orientation on port rules and regulations particularly on waste segregation, port sanitation, hygienic practices and the guidelines on GHP/SSOP programs shall be authorized to work and conduct operation inside the port.

### 2. **Market and Harbor Areas (Traceability and Consumer Complaints)**


The port management shall implement measures in tracing the sources of fish and fishery products that will be unloaded and traded inside the port.

2.1. **Fish unloaded to the market came from the fishing vessel:** name and owner of fishing vessel, location of fishing ground, species unloaded, day and date of arrival, unloading time, health documents of workers if any, name of trader or buyer.


2.2. **Fish unloaded to the market came from overland vehicles:** name and owner of trucking company, source of fish, species unloaded, day and date of arrival, unloading time, name of trader or buyer

## X. RATING PROCEDURE/SYSTEM

1. The Quality Control/ Assurance Inspectors conduct weekly inspections using the Food Safety checklist. Based on these checklists a NUOCO is issued to customers or units concerned when non-compliance is observed. These checklists are summarized on a monthly and quarterly basis;
2. Ratings of each customer are based on these Inspection of Port Facilities (Pass or Fail). The higher the food safety compliance, the higher the rate or the higher the non-compliance the lower the rate;

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3. The FSEMU head, using the monthly summary of non-compliances shall rate each customer or concerned unit and come up with a quarterly report;
4. The following Rating Matrix is used to rate the customer or unit concerned:
  - a. For the Division/Units concerned, 50% of the rating score shall come from the average of the quarterly ratings given by the FSEMU and the other 50% shall come from the rating given by the Quality Assurance Division of the Operations Services Department (QAD-OSD) that will emanate from its annual verification and validation inspections.

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Quarterly Rating (For Customers):

<u>Rating Score (%)</u>	<u>Descriptor</u>	<u>Action</u>
61 – 100	Pass (Compliant)	4x/year – Issuance of certificate for contract renewal
0-60	Fail (Non-compliant)	1x/year – 1 <sup>st</sup> warning 2x/year – 2 <sup>nd</sup> warning 3x/year – conditional, need to attend re-orientation 4x/year – for evaluation re: cancellation/renewal of contract of lease. If renewed, subject to strict monitoring

Quarterly Rating (For Unit Concerned):

<u>Rating Score (%)</u>	<u>Descriptor</u>	<u>DPCR Equivalent</u>
90 - 100	Pass (Compliant)	5
81 – 90	Pass with minor improvement needed	4
71 – 80	Conditional with improvement needed to pass	3
61 – 70	Conditional w/ Significant Improvement Needed to pass	2
60 and below	Fail (Non-compliant)	1

- The rating and the recommendation prepared by the FSEMU head per customer and per unit concerned is submitted to the Port Manager for signature and implementation.
- The RFP Port Manager submits to QAD-OSD monthly reports on Food Safety and quarterly reports on Environmental concerns for verification and validation as basis for DPCR and FSEMU rating.

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## CHLORINATION OF COMMON AREAS & FOOT BATHS MONITORING FORM

Republic of the Philippines


**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**

Brgy. Sangali, Zamboanga City


[illegible]

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## NOTICE OF UNUSUAL OCCURRENCE AND CORRECTIONS UNDERTAKEN (NUOCU)

		Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY OPERATIONS SERVICES DEPARTMENT QUALITY ASSURANCE DIVISION		ZFPC-SOI-05-F002
<b>NOTICE OF UNUSUAL OCCURRENCE &amp; CORRECTIVE ACTION REPORT (NUOCU)</b> Zamboanga Fish Port Complex				
NUOCU CTRL NO: _____				
NAME OF FSEMU HEAD : _____				DATE: _____
AREA/UNIT: _____				TIME: _____
Please be informed that as per actual inspection by PFDA-OSD/QAD the following GHP-SSOP violations have been observed in your area of responsibility:				
<b>FINDINGS:</b>				
1. _____				
2. _____				
3. _____				
<b>RECOMMENDATION/ACTION REQUIRED BY THE QAD:</b>				
1. _____				
2. _____				
3. _____				
<b>RECOMMENDED DATE OF COMPLETION OF CORRECTIVE ACTION/S REQUIRED BY THE QAD</b>				
1. _____				
				QAD Inspection Team
				DATE: _____ TIME: _____
<b>CORRECTIVE ACTION(S) TAKEN BY UNIT COORDINATORS/CLIENTS</b>				
_____				
_____				
<b>VERIFICATION BY THE QUALITY ASSURANCE TEAM</b>				
_____				
_____				
Kindly conduct proper corrective action in relation to the above findings. We need your utmost cooperation in making the PFDA-Navotas Fishport Complex a GHP-SSOP compliant establishment.				
				FSEMU HEAD
Noted: <b>IGNACIO M. YAO</b> OIC-ZFPC				
Please fill-up in triplicate (1 copy each - Violator, QAU & QAD)				



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## DAILY CHLORINATION (DRINKING WATER)




Republic of the Philippines  
 Department of Agriculture  
**PPINE FISHERIES DEVELOPMENT AUTHORITY**  
 Zamboanga Fish Port Complex  
 Brgy. Sangali, Zamboanga City

ZFPC-SOI-05-F003

<b>CHLORINATION MONITORING FORMS (<i>fresh water source</i>)</b>								
DATE	TIME	COMMON AREAS FAUCETS (0.1-0.5ppm)						REMARKS
		CPF	ICE PLANT	MARKET	HARBOR	ADMIN	ELEVATED TANK	



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### FOOD SAFETY COMPLIANCE AND ENVIRONMENTAL MONTHLY REPORT

Period Covered \_\_\_\_\_


	Acctivities Taken	Period/Frequency	Budgetary Cost (Estimated)	Remarks

Prepared by:

Noted by:

\_\_\_\_\_

\_\_\_\_\_

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## Risk Assessment

DEPT:	ZFPC															DATE: _____	
PROCESS PROJECT:	FSEMU															Prepared by: _____	
																Approved by: _____	
Risk Source (Activites)	Event	LIKELIHOOD	Consequence	Impact					RISK	Control Measures/Risk Treatment	RESIDUAL RISK						
				FINANCIAL	PEOPLE	REPUTATION	SERVICE OUTPUTS	LEGAL									
Food safety and hygiene at the market hall and food stalls	Violation to Food Safety Act	2	Sanction from concerned government regulatory agencies	1	2	2	2	3	4	Conduct of inspection regularly. Applying control measure/risk treatment, Residual Risk is 1x2=2	2						
Lack of personnel	Disruption of service delivery	3	Decrease of customer satisfaction	1	0	2	1	1	6	Deployment of appropriate number of personnel to man the operation. Applying control measure/risk treatment, Residual Risk is 2x1=2	2						
	FIRST ISSUE								DATE								