Unofficial translation

**Reference process of checking aquatic product enterprise**

Ⅰ. Meet-and-greet

Introduce the personnel, inspection purpose, content and method, etc.

Ⅱ. On-site inspection

ⅰ. Workshop gate and surrounding area

Inspect personnel, vehicle access control, and factory environmental sanitation, etc.

ⅱ. Workshop entrance

Check the locker room, hand washing and disinfection facilities, and the control of personnel entering and exiting the workshop.

ⅲ. Production and processing

Check workshop layout, hardware facilities and equipment, sanitation control, pest control, personnel training especially COVID-19 prevention and control training, raw material reception, cleaning and disinfection of products and tools, workshop temperature control, internal and external packaging, etc, especially the control of key links.

ⅳ. Product storage and transportation

Inspect products, semi-finished products, raw material storage places and transportation vehicles, etc.

ⅴ. Record and document management

Check related production records, control records of key control links and inspection records of raw materials, semi-finished products and products, etc.

Ⅲ. Summing-up meeting

The two sides communicated with each other, reported the inspection situation and asked the relevant authorities and enterprises to confirm, request the enterprise to make rectification as required, and reiterate the relevant management requirements of the Chinese side.