|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date and Time: | | | | | | | |
| **FCS Officer(s)** | | **Company Representative(s)** | | | | | |
| Name | Designation | Name | | | | Designation | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PURPOSE** | | | | | | | |
| \_\_\_For Registration/Update/Renewal | | \_\_\_For Taxonomic Identification and Verification | | | | | |
| \_\_\_For Stocks Evaluation/Inventory | | \_\_\_Other Certification Issuances:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **COMPANY DETAILS** | | | | | | | |
| Company Name: | | | | Exporter's Code: | | | |
| Years of Operation: | | | |
| Facility Address: | | | | | | | |
| Branches: | | | | | | | |
| Contact Information: | | | | | | | |
| Tel. No./CP No. | | Email Address: | | | | | |
| Owner's Name: | | Product Lines: | | | | | |
|  | | ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FACILITY DETAILS** | | | | | | | |
| **A. General** | | **Compliant** | **Not Compliant** | | **Comments** | | |
| * *Are workplace clean and orderly?* | |  |  | |  | | |
| * *Suitable warning signs and tags utilized.* | |  |  | |  | | |
| * *Adequate lightings in work areas.* | |  |  | |  | | |
| * *Are personal protective equipment provided and used?* | |  |  | |  | | |
| * *Are exits cleared of obstructions and accessible?* | |  |  | |  | | |
| * *Is the storage area and products organized?* | |  |  | |  | | |
| * *Stored materials/stocks secured limited in height to prevent collapse.* | |  |  | |  | | |
| * *All hazardous products/materials stored appropriately?* | |  |  | |  | | |
| **B. Safety and Emergency** | | **Compliant** | **Not Compliant** | | **Comments** | | |
| * *Adequate fire equipment and emergency lighting.* | |  |  | |  | | |
| * *Easy access to emergency escape routes, and exits.* | |  |  | |  | | |
| * *Accident procedure known, adequate first aid supplies and trained personnel* | |  |  | |  | | |
| **C. Sanitation** | | **Compliant** | **Not Compliant** | | **Comments** | | |
| * *Are sanitation facilities kept clean?* | |  |  | |  | | |
| * *Are the following provided adequately?* | |  |  | |  | | |
| * *Restrooms/Washrooms* | |  |  | |  | | |
| * *Potable (drinking) water* | |  |  | |  | | |
| * *Pantry/Eating areas* | |  |  | |  | | |
| **D. Maintenance** | | **Compliant** | **Not Compliant** | | **Comments** | | |
| * *Are doors and locks in good working order?* | |  |  | |  | | |
| * *Are ceilings intact, undamaged and in place?* | |  |  | |  | | |
| * *All windows unbroken, and free from any type of damage?* | |  |  | |  | | |
| * *Are inside and outside lighting in good working order?* | |  |  | |  | | |
| **E. Security** | | **Compliant** | **Not Compliant** | | **Comments** | | |
| * *All entry ways secured from unauthorized access?* | |  |  | |  | | |
| * *Available surveillance camera in working order (CCTV)* | |  |  | |  | | |
| **PERMITS AND OTHER DOCUMENTARY REQUIREMENTS** | | | | | | | |
| \_\_\_\_SEC/DTI | | \_\_\_\_Picture of Facility | | | | | |
| \_\_\_\_Business Permit | | \_\_\_\_Location Map | | | | | |
| \_\_\_\_BIR Registration | | \_\_\_\_Manpower Profile | | | | | |
| \_\_\_\_Company Profile | | \_\_\_\_List of Products Sources | | | | | |
| Note: | | | | | | | |
|
| **TAXONOMIC IDENTIFICATION OF THE COMMODITY** | | | | | | | |
| Common Name | *Scientific Name* | Common Name | | | | | *Scientific Name* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *(Use additional sheet(s) for excess taxonomic identification)* | | | | | | | |
| **PRODUCT SOURCES VERIFICATION AND STOCKS EVALUATION** | | | | | | | |
| List of Product Sources: | | Documents Presented: | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_Local Transport Permit (LTP) | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_Official Receipt (OR) | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Current Inventory (in kgs/pcs) | | | | | | | |
| Raw stocks | Unfinished/For Processing | Finished/For Shipment | | | | | Total |
|  |  |  | | | | |  |
| *(Attached: Inventory Template)* | | | | | | | |
| **Additional Observations:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Conclusions:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Recommendations:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |

Conforme:

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Signature over Printed Name

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Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

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Position

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Date