

## **Entrance Meeting**

When a CSI rotates into an assignment or conducts an inspection at an establishment the first time, he or she should:

1. Review the establishment's Sanitation SOPs, HACCP plan, and prerequisite programs.
2. Conduct an entrance meeting with the establishment management to become familiar with the establishment and inquire about the specific operations of that establishment. Also, if there are questions, based on the review of the programs, about specific food safety issues have been addressed by the establishment, the CSI should ask these questions at the meeting.
3. If notes are taken at the entrance meeting, document the notes in a Memorandum of Interview (MOI), maintain a copy in the official file, and provide a copy to the establishment.

## **Weekly Meeting**

CSIs are to have weekly meetings with the establishment to discuss issues of concern. The meetings may involve discussing individual non-compliances, developing trends of non-compliance, or findings on the part of the CSI that are not non-compliances but warrant discussion. Also, the establishment may wish to share information or concerns at the meetings. If CSIs take notes at the weekly meetings, they are to document the notes in a MOI. The CSI is to maintain a copy of each MOI in the official file and provide the establishment with a copy.