

Master FSIS NR Writing



5W Sample Outline

1) Who?

- a) Personnel involved?
 - i) Involved in the event
 - ii) Notified of the event
 - iii) Plant Management

2) What?

- a) What is the noncompliance event
- b) What were the exact conditions?
 - i) Adulterant – number, size, shape, color, consistency
 - ii) Environment – leaks, condensation, wall or floor quality
- c) What documents or records reviewed
- d) What regulatory control actions were taken
- e) What is the proposed solution

3) When?

- a) When was event discovered?
 - i) Date
 - ii) Time
- b) When did the event begin?
- c) Any applicable deadlines
- d) When has this happened before

4) Where?

- a) Establishment name
- b) Specific location within establishment
- c) Other locations affected by event

5) Why?

- a) Which regulations were involved?
 - i) Regulation A
 - ii) Regulation B
- b) Other procedures or plans cited?
 - i) HACCP
 - ii) SSOP
 - iii) Others