



Meat Grading & Certification Branch

QUALITY PLANS

Purpose

This Instruction defines Meat Grading and Certification (MGC) Branch policies and procedures for the development and maintenance of MGC Branch Quality Plans.

Policy

Current, controlled copies of Quality Plans must be maintained and available at all locations where the MGC Branch provides services. Each assignment at a location must have a Quality Plan that describes all standard operating procedures and be consistent with MGC Instructions, specifications, and other official reference documents. Quality Plans must contain enough detail to provide all necessary information for the resident and relief graders on temporary detail to perform the operation with little or no assistance. The Quality Plan may also be used to train new employees. Quality Plans may be combined for similar assignments if standard operating procedures are similar. Quality Plans must be updated and submitted to the MGC Branch Office each year or whenever changes are made to the operation.

Procedures for Completion of Quality Plans (Exhibit A)

Location/Program:

Enter the activity, name of the facility, and city and State where the facility is located. Example: Beef Grading, Meats, Inc., Amarillo, Texas.

File Name:

The Quality Plan file name must begin with the last 4 digits of the applicant number followed by any combination of numbers or letters (not to exceed 10 characters) to uniquely identify the facility name and location. Add the 3-character activity code from the following activity code chart and end the file name with qp. Example: Meats, Inc., Amarillo, TX, applicant number 441113033 has a Quality Plan for beef grading. The file name for the Quality Plan might be 3033MeatsAmBGRqp.

Activity Codes for Quality Plans

BGR	Beef Grading
LGR	Lamb Grading
VGR	Veal Grading
CGR	Calf Grading
A40	A40 Certification
CDS	Carcass Data Service
CMB	Chicago Mercantile Exchange – Beef Carcass
CMP	Chicago Mercantile Exchange – Pork Bellies
FCP	Further Conventional Processing
FPG	Further Processing Ground Beef
FPO	Further Processing – Other
FPS	Federal Purchase Shipping
FRZ	Freezer
GRO	Guaranteed Return Option
IMP	IMPS
IMS	IMPS – Shipping
PCC	PCCP
SCH	Certification Schedules
TRN	Training

Note: If the Quality Plan is for a location where graders perform services for a variety of applicants using the same Quality Plan, such as shipping from a cold storage warehouse; use the applicant number from the warehouse or the applicant number for a company that frequently ships from that location.

Reference Documents:

List only those documents a grader uses to perform services.

MGC Instructions:

List all MGC Instructions, by number and title, referenced during any phase of the assignment. Do not list administrative instructions for completing travel vouchers, time and attendance records, etc.

Documents/Forms:

List all forms, by number (if applicable) and title, graders need to conduct the operation including sampling forms, work sheets, lab forms, production records, control cards, labels, or other necessary documents.

Equipment/Supply Requirements:

List supplies provided by the MGC Branch including brushes, stamps, rollers, chassis, seals, etc.

Facility Requirements (provided by establishment):

List all equipment, supplies, and conditions the applicant agreed to provide. Graders will deny service if an applicant fails to provide any of the items or conditions listed in this section.

Grader Qualification Requirements:

List the minimum training and experience needed to perform the service including grade level, training, experience, or supervisory approval. Records must be available to support any requirements in this section.

Local Procedures:

Include the steps needed during a work shift or production period. Include start times for the assignment. Do not include step-by-step procedures from documents referenced in the Quality Plan. Other information in this section may include, but is not limited to:

1. Names and telephone numbers of persons contacted during a normal day.
2. Locations of items or records.

Reviewed/Revised:

The Supervisory Meat Grader (SMG) must insert the revision date, and use blue ink to sign the copy maintained at the facility. The electronic copy e-mailed to MGC Branch Office must contain the SMG's printed name.

Controlled and Uncontrolled Copies of Quality Plans

Controlled copies of MGC Branch Quality Plans are identified by the original blue ink signatures and initials of the persons approving and installing the plans in the local manual. The following copies of the local Quality Plans are considered official controlled documents:

1. The Microsoft Office Word file: stored on an MGC Branch server.
2. One printed hard copy, signed and dated in blue ink, maintained in the facility's quality manual.

Other copies of Quality Plans are uncontrolled documents and should not be used.

Responsibilities

Local supervisors are responsible for ensuring Quality Plans are developed for each assignment at each location where MGC Branch employees provide service and must forward the Quality Plan to their Assistant Director (AD). Quality Plans must be revised at least every 12 months, when conditions or processes change, or when new instructions necessitate a change in local Quality Plans.

Procedures

SMG: Develop review and approve Quality Plans for new assignments or develop local procedure changes to be implemented by using templates from the MGC Branch.

Sign and date in *Reviewed/Revised* block with blue ink. Destroy obsolete copy or write "Obsolete" across the top of the document and store in historical file. The new Quality Plan becomes a controlled document.

Save new electronic Quality Plans to a unique file name as shown in **Procedures for Completion of Quality Plans**. When revising an existing Quality Plan, update the electronic file name to comply with **Procedures for Completion of Quality Plans**.

Send revised Quality Plan (both front and back pages) via electronic mail attachment to the AD. Include a brief explanation of the changes, such as "revision or additions to a previous Quality Plan" or "new Quality Plan for Beef Grading."

Grader or SMG: Print one hard copy of the Quality Plan and include it in the local quality manual.

Grader: Initial and date *Installed in local manual by* block with blue ink.

AD: Review the Quality Plan for adequacy. If adequate, forward it to the IT staff for publication on the intranet. Return inadequate plans to the sender via electronic mail with a copy to the AD.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Exhibit A

<h2 style="margin: 0;">Quality Plan</h2>	Location/Program: Beef Grading Meats, Inc. Amarillo, TX														
Meat Grading and Certification Branch	File Name: 3033MeatsAmBGRqp														
Reference Documents Official U.S. Standards for Grades (Carcass Beef Jan. 97) Title 7, May 1997 Applicable USDA Live Animal/Carcass Schedules	MGC Instructions 110 Trade Relationships 426 Preparation and Distribution of Meat Grading and Certification Official Documents 500 Beef, Bullock, and Bull Grading Methods and Procedures														
Check the MGC Document Control Master List for current edition of all documents and MGC Instructions.															
Documents/Forms LS-5-3 Acceptance Certificate (If Performing Live/Carcass Schedules, Data, etc.) LS-5-4 Grading Worksheet LS-5-5 Applicant Charge Document LS-5-6 Live Animal/Carcass Certification Worksheet GLA Worksheet Live Animal Schedule Certification - Cumulative Record															
Equipment/Supply Requirements <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Grading Applicators</td> <td>Ink Brush</td> </tr> <tr> <td>Beef Rollers</td> <td>Hearing Protection</td> </tr> <tr> <td>Chassis</td> <td>Proper Foot Wear</td> </tr> <tr> <td>Rib-Eye Grid</td> <td>MGC Helmet</td> </tr> <tr> <td>Yield Grade Ruler</td> <td>Cooler Coat</td> </tr> <tr> <td>Marbling Pictures</td> <td>Frocks/Gloves</td> </tr> </table>				Grading Applicators	Ink Brush	Beef Rollers	Hearing Protection	Chassis	Proper Foot Wear	Rib-Eye Grid	MGC Helmet	Yield Grade Ruler	Cooler Coat	Marbling Pictures	Frocks/Gloves
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Grader Qualification Requirements															
CME Carcasses - GS-3 Livestock Specialist Beef Grading/Carcass Data - GS-9 Meat Grader Beef Grading/Carcass Data - GS-5/7 Meat Grader with Direct Supervision or Supervisory Approval	Reviewed / Revised														
Original controlled copies are signed and dated in blue ink and maintained in the local Quality Manual.	Date:	01/01/08	By: Joe Supervisor												
This document is due for review no later than one year from the original issue date.	Date:		By:												
Installed in local Quality Manual	Date:	01/01/08	Initials: JRS												

LOCAL PROCEDURES

Start time is 0600

Graders may park on the south side of the building

All documents are kept in locked file cabinet in grader's office

Tagger is Kim Tagger – phone 000-000-0000