



RFO / CO: CAR

MICRO ENTERPRISES INSPECTION REPORT

(Note: For food establishments with capital of Php 500,000 and below)

Name of Establishment	MOUNTAINCITY RESTAURANT & CAKE HOUSE		
Address	DANAWA SQUARE, KM 6 BETAG, LA TRINIDAD BENGUET		
Owner	CHERYL GUILAND		
Contact Numbers	Tel.#: 0929 8698288	Fax #: none	
	E-mail add: Roosterchef88@gmail.com		
License To Operate	LTO No.: for registration	Validity: N/A	
	Issued: N/A		
Activities carried out by the company	Food processor / manufacturer		
Products Manufactured / Repacked (Brand)	Baked products (cakes, breads, pastries)		
Certificate of Product Registration	None		
Other Activities	Restaurant		
Previous Audit Date	N/A		
Previous Auditor/s	N/A		
Purpose of Inspection	<input checked="" type="checkbox"/> Initial () Turned Initial	<input type="checkbox"/> Regular () GMP Certification	() Others, specify:
References	R.A. 9711. FDA Act of 2009 R.A. 10611. Food Safety Act of 2013 Administrative Order No. 153. s. 2004. Revised Guidelines on Current Good Manufacturing Practice on Manufacturing, Packing, Repacking, or Holding Food A.O. 2014 - 0029. Rules and Regulation on the Licensing of Food Establishment A.O. 2014 - 0030. Revised Rules and Regulations Governing the Labeling of Pre-packaged Food Products Distributed in the Philippines		
Payment of Appropriate Fee	OR No. Ref No: 21320130903	Amount Php 1,010.00	Date of Payment 13 FEB 2020
DTN / Case Number	3000005959229		

Introduction:

- The inspection was conducted to assess the compliance of the establishment to the rules & regulations of the Food & Drug Administration for initial issuance of license to operate as Food Manufacturer/Processor

Audited Area(s):

- GMP Organization
- Premises
- Equipment
- Sanitation & Hygiene
- Production and Process control
- Quality control
- Documentation
- Warehousing and distribution

Personnel met during inspection:

- Ms. Cheryl Guilando - owner / Production supervisor
- Ms. Jonabel Remiendo / Assistant Baker
- Mr. Reggie Maroking / Assistant Baker
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INSPECTION CRITERIA

NO.	SAFETY OF WATER SUPPLY	YES	NO	REMARKS
1	Source of Water Supply:			
	a. MWSS	✓		Source of water for washing & cleaning comes from La Trinidad water district while water used for food comes from Pangwa Refilling station
	b. Deep well: with Potability Test			N/A
2	Is the water supply adequate in quantity and quality for its intended uses?	✓		The establishment has adequate supply of water for intended purposes such as cleaning & sanitation. Also, water used for food products is adequate to cover the bulk of products produced per production
NO.	CLEANLINESS / CONDITION OF FOOD CONTACT SURFACES	YES	NO	REMARKS
3	Are all utensils and equipment constructed of adequately cleanable materials and suitable for their intended use?	✓		Equipment and utensils are made up of stainless steel material, non-corrosive and food grade
4	Are equipment installed and maintained so as to facilitate the cleaning of equipment and adjacent areas?	✓		Equipment such as oven, hand mixer are table top. Areas around them may be easily cleaned.
5	Is sufficient space provided for placement of equipment, storage of materials and for production operations?	✓		The processing area occupies approximately 25 sqm of the total area of 75 sqms. The remaining 50 sqms is used as the restaurant area

6	Are all utensils and equipment cleaned and sanitized at intervals frequent enough to avoid contamination of food products?	✓		Utensils and equipment are cleaned & sanitized when there is an observable amount of food particles on their surfaces.
7	Are utensils and portable equipment used in production stored in designated areas to protect them from splash, dust and other contamination	✓		The storage area for equipment & utensils are away from the lavatory / washing area
8	Are controlled environment provided with proper measuring devices (if applicable)			N/A
	8.1 Records of equipment maintenance			N/A
	8.2 Records of calibration			N/A

NO.	CLEANLINESS/CONDITION OF FOOD CONTACT SURFACES	YES	NO	REMARKS
9	Personnel			
	9.1. Are the personnel employed adequate (indicate the number)?	✓		There are three (3) personnel involved directly in the production
	9.2 Does employee wear clean outer garments, use adequate hair restraints and remove jewelry when handling food?	✓		Employees wear helmets and caps, apron, face masks and clean clothes when inside the processing area
	9.3 Does employee thoroughly wash and sanitize hands as necessary?	✓		Employees wash their hands before entering the processing area / before handling food.
10	Plant Facilities			
	10.1 Are premises free of harborage and/or breeding places for rodents, insects and other pest?	✓		Surrounding premises are cemented. There are no breeding areas / development of breeding areas for rodents & pests. No ornamental plants, grasses, weeds are noted.
	10.2 Is adequate drainage provided to avoid contamination of facilities and products?	✓		Drainage are provided with covers.
	10.3 Is sufficient space provided for placement of equipment, storage of materials and for production operations?	✓		The space is adequate for the over-all operation of the establishment including movement of personnel within
	10.4 Are food processing areas effectively separated from other operations which may cause contamination of food being processed?	✓		Cakes, breads & pastries are scheduled for production during the evening after the closing time of the restaurant at 10:00 p.m.

NO.	HANDWASHING, SANITIZING AND TOILET FACILITY	YES	NO	REMARKS
11	Are adequate handwashing and sanitizing facilities provided where appropriate?	✓		A handwashing facility is installed at the entrance of the processing area. Inside a lavatory is installed for employees to wash their hands when necessary
12	Is toilet facility installed with tight fitting and self-closing door, equipped with handwashing facility, kept clean and in good repair?	✓		Toilet facility is found outside the space occupied by the food establishment. Employees share a common toilet facility w/ clients.
	12.1 Is separated from plant operation?	✓		A separate area is available

13	Is changing facility/locker room adequate, suitable and conveniently located?			
14	Disposal System			
	14.1 Is the sewage disposal system adequate?	✓		The sewage of the establishment is connected to the central sewerage system of La Trinidad.
	14.2 Are all refuse (waste) properly stored and protected where necessary from insects, rodents, and other pests and disposed of in an adequate manner?	✓		Wastes are placed in tightly sealed garbage bags.
	14.3 Is waste disposal system efficient and regular?	✓		Daily collection of wastes by the General Services Office. Wastes are placed in a tightly closed/sealed garbage bags in designated/assigned areas for collection.

NO.	PROTECTION OF FOOD, PACKAGING AND FOOD CONTACT SURFACES FROM ADULTERATIONS WITH CONTAMINATIONS	YES	NO	REMARKS
15	Are food products and processing areas protected against contamination from breakage of light bulbs and other glass fixtures?	✓		Light bulbs are not installed over working areas. There are no glass fixtures noted inside the processing area.
16	Is ventilation adequate to prevent contamination by dust and/or other airborne substances?	✓		There are two exhaust fans installed within the processing area to control heat, humidity and odor within.
17	Design & Construction			
	17.1 Are floors, walls and ceilings constructed of easily cleanable materials and kept clean and in good repair?	✓		The building where the establishment is located is newly built.
	17.2 Are doors tightly fitted, smooth, non-absorbent surfaces and, where appropriate, be self-closing and close fitting?	✓		The door of the processing area /swinging doors are installed for the entrance of the processing area.
	17.3 Are windows and other openings designed and constructed to avoid accumulation of dirt and fitted with insect-proof screens to protect from entry of insects, rodents and other pests?	✓		Screens are installed as secondary barriers to prevent entry of insects.

NO.	LABELLING, STORAGE AND USE OF TOXIC COMPOUNDS	YES	NO	REMARKS
18	Are detergents, sanitizers, hazardous materials and other supplies used in a safe and effective manner?	✓		Detergents are only found within the washing area. They are only used for cleaning & washing.
19	Are cleaning compounds and hazardous materials (insecticides and rodenticides) kept in labeled containers, stored separate from food products to prevent contamination?	✓		A cabinet with lock is provided for hazardous materials such as cockroach baits. The cabinet is located in the storage area.
20	Are lubricants and grease are food grade?			N/A

NO.	ADVERSE EMPLOYEE HEALTH CONDITIONS THAT COULD LEAD TO CONTAMINATION OF PRODUCT	YES	NO	REMARKS
21	Are personnel provided with valid health certificates or fit to work certificate and observe good food handling techniques in processing areas?	✓		All employees presented valid health certificates.

	21.1 No communicable disease	✓		
	21.2 No open wounds, boils or sores on hand or arms	✓		
22	Does employee undergo food handling trainings/seminars?	✓		Employees attended seminars on food handling conducted by the Municipal Health Office prior to approval/release of health cert.

NO.	EXCLUSION OF PESTS FROM THE PLANT	YES	NO	REMARKS
23	Are the processing areas maintained free of insects, rodents and other pests?	✓		There were no insects noted at the time of inspection
	Are pest control program or plan established and maintained?	✓		
24	24.1 Frequency of treatment and monitoring; monitoring / service records documented	✓		Daily monitoring for any presence/ development of breeding areas of insects & pests is done during cleaning
	24.2 Chemicals / pesticides used provided with MSDS and FDA Certificate of Product Registration	✓		The owner use common household insecticides/ pesticides that can be bought from grocery stores.

NO.	PROCESSES AND CONTROLS	YES	NO	REMARKS
25	Are raw/packaging materials and ingredients adequately inspected, processed as necessary and stored properly to assure that only clean, wholesome materials are used?	✓		Baking supplies are purchased from CA Triple A and MM Baking Supplies. Both are establishments known for their/ as principal source of baking supplies in Baguio City and La Trinidad, Beng.
26	Are the risk control factors checked / monitored to prevent growth of microbiological organism/pathogen (e.g. time, temperature, relative humidity, pH, moisture content, etc.)?	✓		Baking Temperature: 150 °C for sponge cakes and 190 °C - 200 °C for dense type of cakes/bread. Baking Time- 20 minutes for sponge cakes & 30 minutes for dense type of cakes
27	Are only approved food color and/or additives used?			N/A. The color of the cake adapts the color of the ingredients used (i.e. ube cake-color comes from the jam used as an ingredient)
28	Are raw materials used compliant with the Food Fortification Law (if applicable)?	✓		Flour and sugar are Vit. A enriched based on their label. Salt used is iodized.
29	Are prepackaged products conforming to the mandatory labeling requirements per AO No. 2014-0030?			N/A
	29.1 Product coding and Shelf-life			N/A. Clients are advised to consume their products immediately after purchase
30	Are finished products testing / analysis periodically implemented (if applicable)?	✓		The products were scheduled for testing at DOST

31	Are finished products stored and shipped under conditions which will avoid contamination and deterioration?	✓	Finished products are only offered to walk in & dine-in clients only. The owner does not authorize reselling of her products.
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DETAILS OF MANUFACTURING PROCEDURES AND CONTROLS

A. Raw Materials, Ingredients and Product Handling (Certificate of Analysis and storage)

- Raw materials such as flour, sugar, baking powder, baking soda are bought from reputable suppliers of Bakery needs in Baguio & La Trinidad
- Eggs & salt (iodized) are purchased from grocery stores including milk.
- The owner process her own ube jam for her cakes. The ube jam she makes is exclusive only to her products.
- Finished products are packed in microwavable & food safe tubs bought from grocery stores / bakery suppliers.

B. Process Flow of the Products

- Preheat oven to 325 °F.
- Mix the dry ingredients in a bowl (flour, sugar, baking powder, baking soda & salt)
- In a separate bowl, mix the wet ingredients (eggs, oil, milk), for plain chiffon cake, for ube cakes, add ube jam that was previously prepared. **Note** egg yolks only is mixed with oil & milk.
- Mix the dry ingredients with the wet ingredients & set aside.
- In another bowl, beat the egg whites until it becomes fluffy & stiff peaks form.
- To the mixture of the dry & wet ingredients, slowly add in portions the egg whites until all are well incorporated (batter)
- Pour the batter into baking pans and bake at 190°C for 30 minutes or until the cake springs back when touched lightly at the center.
- Once cooled, cut the cake into round shapes, just enough to fit in the tubs. Top with ube jam; garnish if desired.

C. Finished Products (packaging and size; storage and distribution; analysis)

- The cakes are placed in round tubs. The finished product is **only** offered for sale to walk in & dine in clients only.

Remarks:

- The owner, Ms. Cheryl Gutando is a graduate of Culinary Arts from American Hospitality Academy
- Cakes, breads are processed based on daily consumption to prevent wastage.
- The products are only offered and available for sale for walk-in and dine in clients only
- There is no production at the time of inspection
- There are no noted violation at the time of inspection
- Ube Jam used for their cake is also made by the owner to ensure that all ingredients are natural. Ube jam is not offered for sale.
- Production follows a one way process flow.

Other specific issues identified/announced by the company	None
Annexes attached	None

Directives:

☐ For Corrective Action/Preventive Action (CAPA)


Address the deficiencies and submit CAPA Plan and/ or objective evidence of compliance thru FDA e-portal or FDA Action Center (FDAAC) within fifteen (15) calendar days reckoned on the following day of receipt of this report.


☐ For Critical findings

☐ Temporarily stop production of affected product line/s or in case of distributor stop further importation and/or distribution.

☐ Undertake or cause company-initiated recall of affected batches following existing FDA rules and procedure for product recall.

☐ Regulatory action/ remedy/ tool: (specify) _____

Inspected By:	
 NADIA D. NAVARRO Food-Drug Regulation Officer (Print Name & Signature)	_____ Food-Drug Regulation Officer (Print Name & Signature)
Date: 24 Feb. 2020	

Conformance & Receipt	
 CHERYL QUINTANO Establishment's Representative (Print Name & Signature)	_____ Establishment's Representative (Print Name & Signature)

(FDA USE ONLY)

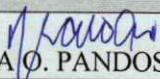
Compliance Made by the Company

- () Submitted CAPA
 () Accepted
 () Not accepted

Recommendation (to Licensing): The establishment / food establishment is recommended for the issuance of License to operate as Food Processor/ Manufacturer of Bakery Products

- () For issuance of Certificate of Compliance
 () For Recommendation for Disapproval

 NADIA D. NAVARRO (Print Name & Signature of FDRO/s)	26 Feb. 2020 Date
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Reviewed by:	
 SATURNINA O. PANDOLEN, RPh, MPA (Print Name & Signature of Team Leader/Supervisor)	27 February 2020 Date



RFO/CO: CAR

ATTENDANCE SHEET	
Name of Establishment	MOUNTAINCHEF RESTAURANT & CAKE HOUSE
Date/s of Inspection	24 Feb. 2020

FDA INSPECTORS:

NAME	DESIGNATION	Opening Meeting	Exit Meeting
		Signature	
Nadia D. Navarro	FDO II	<i>CAV</i>	<i>CAV</i>

COMPANY PERSONNEL:

NAME	DESIGNATION	Opening Meeting	Exit Meeting
		Signature	
CHERYL GUILANDO	OWNER	CHERYL GUILANDO	CHERYL GUILANDO



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION
Filinvest Corporate City
Alabang, City of Muntinlupa



RFO/CO: CAR

INSPECTION PLAN

Name of Establishment	MT- CHEF RESTAURANT & CAKE HOUSE
Address	DANONA SQUARE KM 6 BETAG, LA TRINIDAD, BENGUET
LTO Number	FOR REGISTRATION
Date/s of Inspection	24 FEB. 2020
Manner of Notification <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Unannounced <input checked="" type="checkbox"/> Phone call Time: 20 FEB 2020 10:53 AM Caller: NADIA D. NAVARRO Recipient: CHERYL GUILANDO Response: NOT AVAILABLE; REQUESTED RESCHEDULE OF INSPECTION BY 24 FEB 2024 <input type="checkbox"/> Email (official FDA email) (attach email and acknowledgement)

Lead Inspector	NADIA D. NAVARRO
Co-Inspector/s	NONE

Critical Issues	Remarks
If for renewal, Review/s Inspection Reports (At least for the last 2 consecutive inspections)	N/A
Licensing Issues	For initial issuance of License to Operate as Food Processor / Manufacturer
SMF Review	N/A
Risk Assessment	N/A

Report of Violation	NONE
Amendments, Transactions and Referrals	N/A
Product Complaints	N/A
Product Recalls	N/A

	Person Responsible	Status
Inspection plan	NADIA D. NAVARRO	complete
Attendance sheet	NADIA D. NAVARRO	complete
Request for Vehicle	NADIA D. NAVARRO	complete

Request for SMEs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SME Expertise	J N/A
		SME Expertise	

For Vaccine Facility (manufacturer, repacker)

Facility Risk	Does the company handles live or lyophilized cultures or vaccines <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please specify _____ N/A

Name of Inspector/s	Immunized with _____ ?
1.	1. <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	2. <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	3. <input type="checkbox"/> Yes <input type="checkbox"/> No

Prepared/Conformed by:	
Name of Inspector/s	Sign and Date
1. NADIA D. NAVARRO	20 feb 2020 
2.	
3.	



RFO/CO: CAR

INSPECTION AGENDA

Name of Establishment	MOUNTAINCHEF RESTAURANT & CAKE HOUSE
Address	DANGWA SQUARE, KM 6 LA TRINIDAD, BENGUET
LTO Number	FOR INITIAL ISSUANCE OF LICENSE TO OPERATE / FOR REGISTRATION
Date/s of Inspection	24 FEB 2020
Purpose of Inspection	FOR INITIAL ISSUANCE OF LICENSE TO OPERATE
Reference / Inspection Standard	RA 9711, RA 3720, RA 10611, AO 2014-0029, AO 2014-0030, AO 153

Inspection Day/Time	Inspection Activity
	<p>Opening Meeting</p> <ul style="list-style-type: none">✦ Introductions, Attendance record, Inspection standard and scope✦ Key personnel✦ Buildings and facilities overview (for initial; if applicable)<ul style="list-style-type: none">➢ Floor plan / Lay-out plan➢ Product and personnel flows <p>On-site inspection</p> <ul style="list-style-type: none">✦ Plant Tour<ul style="list-style-type: none">➢ Warehouse/Storage Room (starting materials, packaging materials and finished goods)➢ Production➢ Utilities <p>Document Inspection</p> <ul style="list-style-type: none">✦ <i>Establishment Records:</i><ul style="list-style-type: none">➢ License to Operate➢ List of Products Manufactured✦ <i>Personnel:</i><ul style="list-style-type: none">➢ Organizational Chart➢ Duties and Responsibilities / Job Description➢ Training:➢ Medical and Health Examinations✦ <i>Premises and Equipment:</i><ul style="list-style-type: none">➢ Production areas<ul style="list-style-type: none">▪ Surfaces and finishes▪ Lighting and Ventilation▪ Dedicated premises / areas➢ Equipment<ul style="list-style-type: none">▪ Storage▪ Cleaning▪ Repair and Maintenance▪ Calibration➢ Sanitation:<ul style="list-style-type: none">▪ Pest Control▪ Housekeeping▪ Back-up system✦ <i>Documentation:</i><ul style="list-style-type: none">➢ Batch Record Review➢ SOPs

