

10.18686/fsq.v2i1.3869

The Practice and Perception of Establishing Food Safety Supervision and Management Files

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Abstract: With the steady development of China's economy, the production and living standards of the people in China have gradually improved. People no longer stay at the basic level of "eat own's fill and wear warm clothes" in "clothing, food, housing and transportation", and pay more and more attention to the safety and health of food. In recent years, in order to let the people eat "conscience and rest assured", China's government health and food related departments have been committed to research on food safety supervision and management. At the same time, the standardization, standardization organization and management of food hygiene supervision and management files should be carried out to facilitate their subsequent supervision. This paper analyzes the practice and experience of food hygiene supervision and management files.

Keywords: Food hygiene; supervision and management; File management; Content and measures

1. The main content of the food hygiene supervision file

The health supervision and implementation agencies at all levels have formed a large number of documents and materials in the supervision and management of food safety. All documents and special carrier materials that reflect the health administrative licensing, change, continuation, review, daily supervision and management, bad behavior, cancellation and other activities related to food hygiene supervision and management, and various forms of documents and special carrier materials with investigation and utilization value must be collected and archived.

(1) Food Hygiene License. Preventive health audit materials of food hygiene production and business operation units, health license applications, application registration forms, stubs of acceptance of application notices, on-site review records, applicants' qualification certificates, production and business operation site use certificates, site plans, production process flow charts and health protection facility diagrams, employee qualification certificates, sampling records, rectification notices, approval forms, approval notices, etc.

(2) Continuation of food hygiene administration. Administrative license notice, notice of acceptance of application, application for renewal of health license, letter of commitment to the consistency of the original approval content of the administrative counterpart, preventive health audit materials, on-site audit records, applicant qualification documents, production and business premises use certification documents, production and business site floor plan, production process and health protection facilities map, employee qualification certificate, sampling records, rectification opinion documents, and other documents.

(3) Administrative changes in food hygiene. Administrative license notice, acceptance application notice, health license change application, administrative license notice administrative counterpart unit name approval notice, on-site audit records, applicant qualification documents, production and business premises use certification documents, production and business site floor plan, production process and health protection facilities diagram, employee qualification certificate, monitoring records, rectification opinion documents, other documents.

(4) Annual inspection of food hygiene administration. Annual inspection application, on-site audit record, sampling record, inspection report, etc.

(5) Daily supervision and management of food hygiene. The basic information of the supervised unit (product situation, personnel situation, main health facilities and equipment, quality assurance system, etc.), the main food hygiene problems found in the supervision, the evaluation of the supervision and monitoring effect, the on-site inspection record, the monitoring and inspection report, etc.

(6) Documentation of bad food hygiene behaviors. Administrative punishment registration form, etc.

(7) Documents and materials on the administrative cancellation of food hygiene. Application report, power of attorney of legal representative, cancellation registration form, withdrawn food hygiene license, cancellation notice, delivery receipt stub, etc.

2. Measures and perception of food safety supervision and file management

2.1 Improve the quality of food safety supervision and file management personnel

The level of archives management is affected by the quality of archives management personnel, therefore, we must pay attention to the cultivation of the quality of archives management personnel. First, food safety supervision and archives management personnel are required to resolutely abide by national laws and regulations. Adhering to the work style of seeking truth from facts, serving the people wholeheartedly, and thus improve the political literacy of archival managers. Second, establish a scientific training mechanism for food safety supervision and file management staff. Strengthening the professional training of archivists, and improve the professional quality of food safety supervision and archival management personnel. Carrying out continuing education for archivists in all units, and constantly update and strengthen the relevant knowledge of archivists, so that they have a solid cultural foundation for archival management.

2.2 Strengthen the systematization of food hygiene supervision dossiers

The traditional food hygiene supervision and file management methods are difficult to meet the practical needs. Therefore, it is necessary to increase the investment in software and hardware facilities for food hygiene supervision and archival work, so as to achieve the organic combination of software and hardware, and provide basic guarantee for the timely formation of archival materials. Strengthening the sorting and archiving of food safety supervision files, and the archives management personnel should collect the scattered archives in a timely manner, classify them, and file them in a unified manner to ensure the integrity and systematization of the archives. Strengthen the leadership of archives work and attach importance to archives management. All leading departments should play their roles, clarify the responsibilities of relevant personnel, formulate corresponding reward and punishment systems, and ensure the durability of management work. At the same time, it is necessary to supervise the work of archivists and conduct random inspections of their business results from time to time.

2.3 Optimize the management mechanism of food hygiene supervision and files

The relevant food safety supervision and management departments should further establish and improve the rules and regulations for the management of food safety supervision and archives, and improve the archiving, sorting, classification, and confidentiality systems of archives accordingly, so as to realize the scientific and standardized file management system. The relevant leading departments of food safety supervision should carefully review and review each step and link of file management, and then sign for confirmation. The problems that arise should be dealt with in a timely manner, so as to reduce the omissions in the process of archives management and ensure that the archives management work is completed with high quality and efficiency. The archives and materials of major projects should be kept closely, their importance should be emphasized, and their relevant confidentiality should be ensured.

2.4 Improve the information technology means of food hygiene supervision and file management

Strengthen the modern management of archives. The main content of effectively playing the function of archives information is to strengthen the construction of archives informatization, which is a fundamental measure to promote the sustainable development of food safety supervision.

Increase capital investment. In accordance with the relevant national standards for the construction of archives and the standards and specifications of the archives industry, the hardware and software facilities of the archives should be equipped and improved. Vigorously introduce modern technology and equipment, make full use of computer management, and realize the automation and modernization of archives management.

Give full play to the overall function of archival information. Food safety supervision institutions at all levels should focus on the realization of high-quality services, the planning, design, management and operation of the archival information resource network into the overall planning of information technology of food safety supervision institutions, the implementation of overall arrangements and implementation. Efforts should be made to strengthen the electronic and network construction of archival information, expand the space for the use of archival information, improve the efficiency of the use of archival information, and enrich the means of utilization of archival information.

2.5 Strive to explore new ways of archives management and improve the level of archives compilation and research

The technical files formed in the process of food safety supervision are the valuable assets of the food safety supervision agency. Food safety supervision institutions at all levels should determine the main content of the compilation and research of archives from the practical value of the compilation and research results. It is necessary to organically combine “based on room storage” and “demand-oriented”, and highlight the nature and characteristics of food safety supervision institutions. It is necessary to carry out in-depth processing of archival information in a planned way, carry out development at a higher level, and give full play to the benefits of archival information resources to the greatest extent, so as to promote the modernization and informatization process of archives management and strive to develop archives management to a higher level.

3. Conclusion

The archive is the main information of the food safety supervision agency, which can reflect the achievements of food safety supervision in the long-term development. At the same time, it is also one of the functions that the food safety supervision and management department must perform. In order to promote the development of archives management in food safety supervision institutions, archives managers must reasonably divide the major and difficult points of archives management. It is also necessary to continuously improve the archives management system, to take various measures, to actively apply advanced technology to the archives management of food safety supervision institutions, to improve the level of archives management, to provide good services to the people of our country, and to promote the development of archives management of food safety supervision institutions.

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