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Last updated November 3, 2020 You have to be productive to get it right and on time. So how do you know what tasks are essential and who can wait? The answer is in the prioritization matrix, also known as Eisenhower Matrix. The matrix took its name after Dwight David Eisenhower. Eisenhower was a general in the U.S. Army and the 34th president of the United States from 1953 to 1961. As a five-star general and supreme commander in the U.S. Army, he drafted the strategy for an Allied invasion of Europe. Eisenhower had to make tough decisions every time about the tasks to prioritize among many, he needed to focus on every day. So he came up with the famous Eisenhower matrix, or the prioritization matrix. What is the Prioration Matrix? The prioritization matrix is a tool to evaluate your tasks based on urgency. It helps you know the critical activities and tasks you need to get around and can be useful in project management, small business, or personal tasks. Eisenhower famously said of the matrix: Most of the tasks that are urgent are not important, and most of the tasks that are important are not urgent. This quote became the maxim for Eisenhower in managing his time. There are four quadrants in the prioritization matrix, which help compare choices of what to do first and last, allowing you to prioritize projects and create a strategic plan. The quadrants are: Do Schedule Delegate Eliminate Do Do Is the first quadrant of the prioritization matrix, and it incorporates important activities. That is, the tasks you need to do urgently — crises, deadlines and issues that require your urgent attention and that are very relevant to your life mission. How do you know what task falls in this quadrant? Start by analyzing your priorities, then determine if they fall within the do it now criteria. If the task is achievable within a day, or within 24 to 48 hours, it is urgent. Another approach you can take in prioritizing tasks in this category is to adopt the principle of eating the frog by Mark Twain. This principle recommends that you do the most urgent activities as soon as you wake up. Here's a practical example. Suppose you go to write a content strategy and submit a report to your manager. It's Saturday, and the deadline for submission is Monday. Can we say that the activity is urgent? Certainly! Calendar The second quadrant of the prioritization matrix is Calendar. The prioritization matrix classifies tasks in this category as important but not so urgent. It addresses long-term goals and tasks without immediate delay. These tasks could include meditation, logging, study, family time and exercise. You can plan activities in this quadrant for another period. For example, you should exercise for good health, but you can allow time to do so. Plan these activities so that they don't transfer to the Do or Urgent quadrant. Make sure you have enough time to make them happen. Delegate The third quadrant quadrant The hierarchy matrix is Delegate. These tasks are not important to you, but are quite urgent for others. That's where teamwork comes in. You can technically perform tasks in this category, but it makes sense to delegate them. Delegation will allow you to have more time to continue your activities in your first two quadrants. You should also monitor the tasks you have delegated. This will only be a waste of time if you don't have a tracking system for delegated tasks. Eliminate The last quadrant highlights your productivity killers. These are tasks that are not important to your goals and are not urgent. The only way to increase your productivity is to eliminate them. Some examples are constantly checking your phone, watching movies, or playing video games. They could also be bad habits that you need to identify and remove from your daily and weekly schedule. Successful people have learned to prioritize and stick to what is important. They learned to find a better person for a task or to eliminate less important tasks. Consider two inspiring personalities who designed their prioritization system. Warren Buffet has developed a two-list prioritization model to determine which task deserves his best attention. The key is to get around things that are important and useful, but not at the top of the agenda. Mark Ford, business consultant, marketer, self-taught millionaire and author, devised his strategy: Start working on the most critical priority, take a break, work on the second most important task, take a break, then adjust the less important activities and all the tasks he received from other people in the afternoon. How to use the prioritization matrix using the prioritization matrix can be difficult if you are new to it, but by following a few simple steps, you can learn to use it in the best possible way. 1. The list and ranking of your priorities highlight all the tasks you need to do in a day. Next, classify them with criteria weighted according to urgency and importance. Identify any activity that requires quick action. I am talking about a task that if you do not finish that day, it could have a serious consequence. For example, if you don't submit your content policy, other content writers can't work. This means that you need to check priority dependencies. 2. Defining Value The next step is to look at the importance and assess the most important impact of your business or organization. As a general rule, you can check which have a higher priority over others. For example, you need to take care of the client's requirements before you take care of any internal work. You can also estimate value by looking at the impact of the task on people and customers in the organization. In a nutshell, the more impact a task has on people or the organization, the higher the priority. 3. Taking out the most difficult task procrastination is not a symptom of laziness, but avoidance is. The truth is that you will generally avoid the tasks you want to do it. Former Goldman Sachs CEO Lloyd Blankfein once said he would take on the most dreaded task in his early days when he arrived at the office. Brian Tracy called these tasks the frogs you need to eat. This will remove the nagging fear, which puts pressure on you when you postpone the necessary tasks. This is where the hierarchy matrix can help; eat the Do frogs immediately. If you need help overcoming procrastination, check out this article. 4. Know what is important to you As long as you are in this cosmos, you will always encounter different choices that may be contradictory to your goals. For example, a fantastic promotion that requires excessive travel will isolate you from important relationships. If you're not concerned about priority, you can accept it, even if your family is your priority. Therefore, it makes sense to identify what is important to you and prepare yourself not to compromise these important things for immediate pleasure or gain. Yogi Berra captioned it this way: If you don't know your destination, you could end up somewhere else. 5. Regularly establish No Work Time YouTube CEO Susan Wojcicki has established a rule not to check her emails between 6 p.m. and 9 p.m. According to a CNN Business report, she was the first woman to apply for maternity leave when Google just started. She prioritizes dinner time with her family despite being the CEO of YouTube. Is it possible to cut time for our relationships and interests outside of work? Of course, and that's why you need to set your no work time. This approach will allow you to renew your energy levels for the next task. In addition, you will be in the best position for introspection as you are not in your usual work area. 6. Know when to stop You can achieve everything on your list sometimes. Once you've prioritized your workload and estimates, remove the remaining tasks from your priority list and focus on your most urgent and important tasks. Conclusion It is not enough to succeed at work. Make sure you take time for your family and an important relationship in your life. It can be hard to get started and find time, but with some practice using the prioritization matrix, you will find that you are more productive and better able to divide your time between the things that are important to you. More advice on priority Photo Credit featured: William Iven via unsplash.com Subject: State Contracts-Inspection Performance Area Assessment: State Program Management Date: 1/24/14 Revised Printer Friendly Version: PDF (Size 14 9 KO) Appendix B.1 Guidelines for Completing the Contract Verification Form (FDA Form 3610) This document provides advice on ratings during an audit for each of the performance factors listed on the contract verification form (FDA Form 3610). For each performance factor, examples of actions and observations that would likely result in an improved needs rating are provided. I. Pre-inspection assessment 1. Did the inspector review the state establishment record for the previous inspection report and potential complaints or access to other resources available for inspection? References: State Settlement Records Applicable Compliance Programs Referenced in the Contract Examples of an Improved Needs rating: The inspector does not review the state's previous inspection report and does not track the deficiencies mentioned above. The inspector does not review a company's response letter to the previous inspection of the state establishment where corrective action was promised. The inspector does not check the company's normal operating days or seasonal hours. The inspector does not properly follow up on a consumer complaint contained in the state establishment file. 2. Did the inspector have the appropriate equipment and forms to carry out the inspection properly? References: Applicable Compliance Programs mentioned in the Contract Applicable Inspection Guides Examples of an improvement of needs rating: During an inspection of a pie manufacturer filled with cream, the inspector does not have a calibrated thermometer available to accurately determine whether the product is being used with time or temperature abuse. During an inspection of a cooked and ready-to-eat food processor, the inspector does not have a method to test the concentration of iodine-based disinfectant in the handmade soaking station. The inspector does not have a flashlight available during an inspection to examine poorly lit raw material storage areas. II. Inspection observations and performance 1. Has fda jurisdiction been established? References: IOM 432 - Documenting Interstate Shipments IOM 701 - Statutory Authority Examples of an needs improvement rating: The inspector does not confirm the interstate movement of the product or ingredients. The inspector conducts an inspection of a candy manufacturer. He does not discover that the manufacturer has not shipped in interstate trade in the last 24 months. This manufacturer has no ingredients or packaging components shipped interstate 2. Did the inspector choose an appropriate product for inspection and, if necessary, made appropriate adjustments based on what the company was producing? References: Applicable Compliance Program mentioned in the contract Examples of an improvement of needs rating: The inspector only covers a low-risk product, where the company also produces a high-risk product on inspection day. The inspector does not cover a small ready-to-eat sandwich operation in a large frozen dinner processing plant. During the inspection of a beverage bottling plant whose main product is institutional-sized root beer syrup, ignores a bottled water treatment operation at this site. 3. Has the inspector assessed practices essential to safe food production and storage? Examples of an improved needs rating: The inspector is unable to assess the hygiene practices of employees working in a food processing sector. The inspector is not aware of the need to processing cooked and ready-to-eat foods to first wash hands before disinfecting each time they touch an impure surface. A company has a garbage can and a recycling bin in the same area. The inspector points this out, but does not sufficiently evaluate practices to identify an employee who places waste in the recycling bin that then re-enters the process flow. 4. Has the inspector properly assessed the likelihood that conditions, practices, components and/or labelling could cause the product to be adulterated or mislabeled? References: Applicable Compliance Programs mentioned in the NLEA Contract Inspection Guide Examples of an Improved Needs rating: The inspector does not recognize when a company's finished product label does not contain a sulphite declaration, even if the raw material contains a statement of sulphite. The inspector fails to note the importance of rear transport of raw eggs in a tanker truck used to transport a pasteurized ice cream mixture. During an inspection of a baby food manufacturer, the inspector observes a belt that moves quickly, causing the glass jars to shake and notice shards of glass on the belt. The inspector does not link this observation to a recent increase in the number of complaints about glass in baby food. The inspector does not recognize the addition of an allergen during the production of a breaded product and does not follow up on the label review. 5. Did the inspector acknowledge significant conditions or practices, if present, and record findings consistent with state procedures? Examples of an improved needs rating: The inspector does not recognize the presence of food residues and the growth of mold on food contact surfaces as a violation. The inspector does not recognize that employees who handle cooked products ready to eat with dirty hands are a shortcoming. The inspector does not recognize the cumulative abuse of time or time that occurred during the cooling, detention and treatment of a potentially hazardous food. The inspector does not determine that the WD-40™, observed in the processing area, is used to lubricate machine parts on food contact surfaces. The inspector does not recognize that a company's cooler drip condensate on the finished product provides an opportunity for cross-contamination. 6. Has the inspector demonstrated that he is capable of distinguishing between important and insignificant observations and isolated incidents and trends? References: Applicable Compliance Programs mentioned in the contract Examples of a rating Needs: The inspector notes minor deficiencies such as chewing gum and nail polish while failing to note areas where cross-contamination of cooked and raw products could occur. The inspector identifies deficiencies in two-month-old record-keeping. The inspector objects to these deficiencies without properly considering that the weekly review of the files by company management has identified the deficiencies and has not been repeated in the seven weeks. During an inspection of a ready-to-eat salad processor, the inspector focuses on soiled non-food contact surfaces. During an inspection of a manufacturer of ready-to-eat trail mixes, the inspector observing the treatment area only notes that one employee was wearing earrings and another was chewing gum. The inspector fails to observe employees touching soiled surfaces and then touching them without washing and disinfecting hands. When inspecting a warehouse, the inspector focuses on storing products away from the wall while not noticing that several pallets of rice are adulterated with moths. 7. Has the inspector reviewed and evaluated the appropriate records and procedures for the operation of this facility and did he actually apply the information obtained at the end of that review? Examples of an improved needs rating: During the file review, the inspector does not detect that cooking times do not consistently respond to or exceed the intended process and that no corrective action is documented. The inspector does not detect possible evidence of falsification of records such as inconsistencies between different types of records, unrealistic data, and inconsistencies in signatures or handwriting. Can the dismantling records be reviewed, but the inspector fails to note that the dismantling measures were not performed at appropriate intervals. 8. Did the inspector collect adequate evidence and documentation in accordance with state procedures given the nature of the inspection findings? Examples of an improved needs rating: The inspector does not adequately document the findings in accordance with the requirements of the state when he encounters a violative business. The inspector does not collect samples of processed food in accordance with state requirements where necessary to document non-compliance with state law. In an acidified food processing plant, the pH of the final product is called into question. The inspector does not collect a sample of the product as required by state procedures for pH analysis. 9. Did the inspector check the correction of deficiencies identified in the previous state inspection Examples of an needs improvement rating: Although the significant abuse of the time temperature of coconut cream pies was identified during the previous inspection, the inspector does not determine whether these deficiencies have been corrected. A company's previous inspection listed a well that was not equipped with a sanitary joint. The manager informs the inspector during the ongoing inspection that the well has been repaired and that the laboratory results are acceptable. Examines these microbiological laboratory results, but does not go to the well to observe the health seal or request repair receipts. The inspector does not track deficiencies arising from the previous inspection for ready-to-eat cooked products because the product is not manufactured at the time of inspection. The inspector does not review process files determine whether the company has taken appropriate corrective action. 10. Did the inspector act professionally and demonstrate appropriate sanitary practices during the inspection? Examples of an improved needs rating: The inspector is unable to wash and sanitize the hands before touching the product or product contact surfaces during the inspection. The inspector does not use the starter bath when entering the company's treatment areas. The inspector is unable to sanitize his thermometer before probing the product. The inspector does not wear protective clothing when entering an aseptic treatment area. The inspector wears jewelry, which can jeopardize the open product, in a company's manufacturing or processing areas. II. A. Inspection observation and performance for facilities required by HACCP Note: These four issues can be left blank if regulations are not required by regulation to have a HACCP plan. 1. Did the inspector use the Fish Product Hazard and Hazard Control Guide and Hazards Guide and the Juice HACCP Hazard and Control Guide to identify and assess the hazards associated with the product and process? References: Applicable Compliance Programs referred to in the Federal Contract Regulations Code Parties 110, 123 - 1240 Fish and Fish Products Hazards - Controls Guide (Guide) HACCP Regulations for Fish and Fisheries Products - Federal Regulations Question and Answer Code Part 120 Examples of an Improvement needs rating: In a tuna processing plant, the inspector fails to identify histamine as an inherent hazard in the incoming raw material and does not question its absence in the company's HACCP plan. (Failure to identify a potentially dangerous hazard.) A company produces fresh, raw and refrigerated fish in cryovac packaging. The inspector does not know that C. botulinum is a significant hazard. An inspector incorrectly identifies aquaculture drugs as a significant hazard to a secondary processor of a product it receives from the primary processor. (Identification of a hazard that is not reasonably likely to occur.) The inspector does not recognize that a pulp tank is probably a CCP in a shrimp breaded processing operation. (Failure to recognize an appropriate CCP.) 2. Has the inspector assessed the company's implementation of sanitation monitoring in the eight key areas of sanitation? References: Applicable Compliance Programs referred to in the Federal Regulatory Code contract Parties 110, 123 and 1240 and Fisheries Products (Guide) HACCP Regulations for Fish and Fisheries Products - Federal Regulations' Code of Questions and Answers, Part 120 Examples of an Needs Improvement rating: The inspector emphasizes the need for the company to conduct medical examinations for crab meat pickers. The inspector does not know which of the eight remediation areas are relevant to business operations. The inspector does not inquire about companies and monitoring practices. 3. Did the inspector Plan haccp (or control of the necessary processes in the absence of a HACCP plan) and the applicable monitoring, verification and corrective measures, including those related to remediation? References: Applicable Compliance Programs referred to in the Federal Regulations Code of Contracts Parties 110, 123 and 1240 Guide to Fish and Fish Product Hazards and Controls (Guide) HACCP Regulations for Fish and Fish Products - Federal Regulations' Code of Questions and Answers, Part 120 Examples of an Improved Needs rating: After a brief walk through a crab meat processor, the inspector relies on a review of the company's records as the only way to assess whether the company is implementing its HACCP plan. The inspector does not return to the crab picking room to determine whether critical harvesting and packaging limits are being met, whether the company has the equipment to properly monitor the critical limits specified in the plan, and whether critical limits are in fact monitored. The inspection reveals that the company does not have a HACCP plan for a product for which it is necessary. The inspector cites the absence of the HACCP plan, but fails to observe the company's processing operations to determine if the necessary controls are in place, despite the lack of a plan. Although the inspector is told that the company uses water as a source of ice that comes into direct contact with the fish, the inspector does not verify that the company is testing the water for coliforms to ensure its safety. The plant manager tells the inspector that pest control services are contracted out to another company for biweekly monitoring or treatment, but the inspector does not ask to see the documentation for that service. The inspector does not accompany the company's health during regular pre-operation inspection when there are indications that sanitation and/or sanitation monitoring may be inadequate. 4. Did the inspector acknowledge deficiencies in the company's monitoring and remediation procedures through observations in the plants? References: Applicable Compliance Programs referred to in the Federal Regulations Code of Contracts Parties 110, 123, and 1240 Fish and Fish Product Controls Guide (Guide) HACCP Regulations for Fish and Fish Products - Federal Regulations' Code of Questions and Answers, Part 120 Examples of a need for improvement rating: The inspector does not recognize the cumulative abuse of time and temperature during cooling, holding and harvesting of cooked crabs that are significantly higher than those permitted under the company's HACCP plan. The inspector does not recognize that the labelling of a company's finished products does not contain a declaration of sulphite, even if the raw material contains a statement of sulphite. The inspector does not recognize that the presence of product residues and the growth of mold in the treatment equipment immediately prior to treatment are evidence that the company has not adequately monitored this remediation area. The inspector does not recognize food contact surfaces are sanitized with a product that is not approved for this use. III. Communicatio oral and written 1. Did the inspector identify himself and present the appropriate facts, including explaining the purpose and scope of the inspection? Examples of an improved needs rating: The inspector fails to explain why he is at the facility and what products he will cover. The inspector enters through the back door and begins to examine a storage area without making any of the company aware of its presence. 2. Did the inspector use appropriate interview techniques? Examples of an improved needs rating: The inspector is not specific in his enquiries, which leads the company to provide unnecessary documents that are not relevant to the inspection. The inspector's requests contain jargon that does not know the company, which confuses his efforts to respond to his requests. During the plant manager's inspector's interview about the company's remediation program, the plant manager's answers were evasive. The inspector does not ask follow-up questions to obtain the necessary information, leaving only partially the questions answered. While obtaining information from the company's management and process staff, the inspector does not track discrepancies between statements made by both parties. 3. Did the inspector clearly and adequately explain the findings throughout the inspection? Examples of an improved needs rating: The inspector does not discuss observations at the end of the inspection. The inspector does not discuss a significant deficiency in the bean storage/conveyor system until he goes to the soaking tank room in a cannery, although the General Manager is present at that time. The review of deficiencies at the end of the inspection is vague. It is not clear to management the importance of the comments and that corrective action should be taken by the company. The inspector does not discuss a significant deficiency observed during the inspection at the end of the inspection. 4. Did the inspector alert the appropriate management of the company when immediate corrective action was required? Examples of an improved needs rating: The inspector fails to notify the appropriate management that products containing unreported yellow #5 are packaged and that shipping the product could result in a health hazard. The inspector fails to give appropriate advice to the management of his findings after witnessing direct contamination of raw cores by drops of blood from boneless ox bones. After witnessing direct contamination of a product the inspector immediately notifies an employee who is cleaning up the problem in the production area. 5. Did the inspector answer the questions and provide information appropriately? Examples of a needs improvement rating include: reveals specific information about an ongoing compliance action against a competitor. The inspector provides information to a company about a competitor's proprietary process. The inspector provides an answer to a policy question, which may lead the company to take inappropriate corrective action. The inspector dictates an inappropriate corrective action for a deficiency. 6. Did the inspector write his findings accurately, clearly and concisely on the form or state document left to the company? References: Applicable Compliance Programs mentioned in the contract Examples of an improved needs rating: The inspector fails to write on the list of findings that the company has a significant process gap. The inspector fails to write on the list of findings that he observed fresh rodent pellets in bags of rice. The list of findings shows that the cabinet did not control the hazards without further explanation. Explanation.

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