GUIDELINES FOR SENDING COMMENTS

In order to facilitate the compilation of comments and prepare more useful comments' please provide comments on the agenda under the following headings:

(i) General Comments

(ii) Specific Comments

Specific comments should include a reference to the relevant section and/or paragraph of the document that the comments refer to.

When changes are proposed to specific paragraphs, provide your proposal for amendments accompanied by the related rationale. New texts should be presented in **underlined/bold font** and **deletion in strikethrough font.**

In order to reduce the translation work and save paper, please do not reproduce the complete document but only those parts of the texts for which any change and/or amendments is proposed.

Example of how comments should be prepared:

SECTION 2 OBJECTIVE

Paragraph 4 - At the end of the last sentence add the words "and can be applied as relevant to any inspections of establishments or other facilities that may occur as part of an audit." So the last sentence would read "This annex applies equally to assessments carried out onsite or by documentary review alone **and can be applied as relevant to any inspections of establishments or other facilities that may occur as part of an audit**".

Rationale: To remove duplication of concepts – standardized and consistent. Efficiency is an outcome of following these guidelines and should be included here. To clarify the use of inspection as an associated tool not the prime focus.

Name and No. of the Codex Session
Name of the Agenda Item

General Comments:			
Rationale (if any):			

Specific Comments:			
Paragraph No. and Section No./Name	**Comments**	**Rationale**	**Supporting Documents/ references (if any)**