

HACCP Plan Implementation Checklist - Commercial Plan

School Food Authority/Site:	
Date(s) of On-site Review:	

Yes	No	N/A	Item	Comments/Corrective Action Needed
Part 1: HACCP Plan				
			The HACCP Plan including Parts 1, 2, 3, 4, and 5 are in/near the manager's office and contain most recent version of the templates (or equivalent).	
			If Part 1 of the HACCP Plan is available only in electronic format, assess if the plan is current and if the manager and employees can access and use the HACCP Plan information with ease.	
Part 2a: HACCP Plan Assessment: Annual Revision				
			Food Safety Team is fully completed and inserted.	
			All sections of the School Description are fully completed and inserted (includes Information, Operation, Personnel, CFPM Certification, Facility, Equipment, Purchasing, and Hazard Communications)	
			Master Cleaning Schedule is inserted.	
			Equipment and Fixed Assets list is completed and inserted.	
			Equipment Preventative Maintenance Schedule is completed and inserted.	
			Approved Non-Domestic Products List is inserted.	
			Current Food Vendor List is inserted.	
Part 2b: HACCP Plan Assessment: Annual Completion				
			Annual Operation Assessment of Prerequisite Programs and Safe Food Handling Procedures is fully completed and inserted.	
			Utilization of Food Code Labeling Variance is indicated.	
			HACCP Verification form is completed and filed. <i>If completed at the end of the previous year, insert completed HACCP Verification form from the previous year. If completed at the beginning of the current school year, insert completed HACCP Verification form from the current school year.</i>	
Part 3: Monitoring and Record Keeping				
			Monitoring Summary is fully completed and inserted.	
			HACCP Monitoring sections of the Daily Meal Production Record are properly completed and filed.	
			Daily – Cooling Log is completed and filed for all hot TCS foods that will be saved for re-service (as leftovers or pre-prepared foods)	
			Daily – Dry Storage Inspection is completed and filed.	

		Daily – Freezer Inspection is completed and filed. (Reach-in, Walk-in, and Ice Cream Freezers as applicable are monitored.)	
		Daily – Hot-Holding Unit Inspection is completed and filed.	
		Daily – Hand Sink Assessment for all employee hand sinks in the food establishment is completed and filed.	
		Daily – Kitchen Assessment is properly completed and filed.	
		Daily – Refrigerator Assessment is completed with cross-contamination check noted and filed. (Reach-in and Walk-in as applicable are monitored.)	
		Daily – Milk Box Assessment is completed with cross-contamination check noted and filed.	
		Monthly/Weekly inspections are completed and filed.	
		Monthly Pest Control Inspection is completed and filed.	
		Environmental Health inspections are available and filed.	
		Employee Illness Log is completed and filed (as needed)	
		Foodborne Illness Complaint Log is completed and filed (as needed)	
Part 4: Continuing Education and Professional Development			
		Employee Health Policy Agreements are signed by all employees annually and filed.	
		Food Safety Checklist for Employees is completed annually for all employees.	
		Continuing Education Reports for all food safety teaching sessions for all employees are completed as required and filed. <i>This information may be filed with USDA Professional Standards documentation, but must be available upon request from NCDPI or local health department.</i>	
		Manager/Person in Charge (PIC) holds a current Certified Food Protection Manager (CFPM) certification. This certification is earned by passing an American National Standards Institute (ANSI)-approved exam.	
		School Nutrition (SN) Employees are educated in food safety as required (4 hours every 3-5 years), or a plan for 4-hour food safety continuing education for SN employees is in place. (Refer to Prerequisite Programs for employee continuing education requirements.)	
		School Nutrition (SN) Employees that handle food and/or who serve as line serves or cashiers are educated in allergen awareness.	
		School Nutrition (SN) Employees are educated in hazard communications (as indicated in part 2a).	
		School Nutrition (SN) Employees are educated in pesticide/pest management, as applicable.	
Part 5: Menus and Recipes			
		Menu Summary is properly completed and filed if HACCP processes are not clearly indicated on all standardized recipes and	

			procedures. <i>Completing the Menu Summary is optional if documentation is kept electronically and can be provided upon request.</i>	
			Menus and standardized quantity recipes/procedures for all menu items are available and used. <i>Filing standardized recipes/procedures for menu items in the HACCP book is optional if documentation is kept electronically and can be provided upon request.</i>	
			Preparation and/or cooking temperatures and CCPs are noted on recipes/procedures for Time-Temperature Controlled for Safety (TCS) foods.	
			List of Pre-prepared foods is completed and filed.	
			List of foods held using Time as a Public Health Control (TPHC) procedures is completed and filed.	
			TPHC Procedures are completed and filed for each food/food type on the TPCH list.	
Other: Central Warehouse				
			Does the School Food Authority have a central warehouse used to store foods? If no, select N/A for the next question.	
			Does the Central Warehouse have a HACCP Plan? If yes, complete the HACCP checklist for the Central Warehouse. If no, require corrective action to implement a Central Warehouse HACCP plan.	

Comments:

Reviewer:

Name

Date