**Checklist for Reviewing Transported Production Records**

This checklist is designed to be a guide for reviewing production records that are required for all meals and/or snacks that are claimed under the National School Lunch Program (NSLP). It is not intended to be a complete listing of items that must be completed; rather it focuses on areas that are often incorrectly completed or omitted. Refer to the production record instructions provided by NCDPI School Nutrition Services for complete information about all required information that must be included for Transported Meals.

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| **PRODUCTION RECORDS** | **Yes** | **No** | **Comments** |
| 1. Entire Menu Recorded and HACCP temperature monitoring completed (including all milk varieties offered)
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| 1. Manager has signed production record and completed all date and school information
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| 1. Number of **planned** student reimbursable meals entered and Menu substitutions recorded accurately
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| 1. After meal service, the total number of meals served by grade levels, adult meals, and other meals is noted. Check OVS if participating and identify grades where it applies. Check if water is available.
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| 1. HACCP monitoring and corrective action completed daily
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| 1. All **planned** menu items are listed by meal component, all condiments **planned** are listed, and all milk varieties **planned** are listed (only fat-free flavored or unflavored and 1% unflavored used)
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| 1. Meal Pattern Contribution is listed for each menu item in correct units
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| 1. Portion Size is listed for each menu item and condiments
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| 1. Number of portions ordered, received and quantity of food provided by vendor in bulk amounts is recorded
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| 1. Number of portions served to students as part of reimbursable meals is recorded. Number of portions served to adults (non-reimbursable) is recorded. Number of portions sold a la carte is recorded.
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| 1. Record the number of portions of leftovers. Time of discard of left-overs or product temperature is noted. **(All TCS foods are to be discarded for transported meals)**
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| 1. Record any directions for food preparation/serving notes, recipe information/numbers or leftover information, etc.
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| **OTHER OBSERVATIONS** |
| 1. Were all **planned** menu items **served** or appropriate substitutions made?
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| 1. Do **actual** serving sizes correspond to **planned** serving sizes?
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| 1. Were **planned** portion sizes **sufficient** for each age/grade group?
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| 1. Was **adequate food** available for student meals to provide reimbursable meals for the number of students who were **served?**
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