**Commercial Kitchen HACCP Plan Implementation Checklist**

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

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| --- | --- | --- | --- | --- |
| **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 2: HACCP Plan Assessment** | | | | |
|  |  |  | 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 Hazzard Communications) |  |
|  |  |  | Operation Assessment of Prerequisite Programs and Safe Food Handling Procedures is fully completed and inserted. |  |
|  |  |  | Environmental Health inspections are available and inserted into the Operation Assessment. |  |
|  |  |  | Equipment Maintenance Schedule is inserted into Operation Assessment of Prerequisite Programs. |  |
|  |  |  | Cleaning Schedule is inserted into Operation Assessment of Prerequisite Programs. |  |
|  |  |  | HACCP Verification form for previous year is completed and filed. |  |
| **Part 3: Monitoring and Record Keeping** | | | | |
|  |  |  | Monitoring Summary is fully completed and included. |  |
|  |  |  | 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. |  |
|  |  |  | 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. |  |
| **Part 4: Continuing Education and Professional Development** | | | | |
|  |  |  | Employee Health Policy Agreements are signed by all employees annually and filed. |  |
|  |  |  | Food Safety Checklist for New Employees is completed for all who began work during the current school year and filed . (Note if checklist is used as optional review for returning employees.) |  |
|  |  |  | Continuing Education Reports for all food safety teaching sessions for all employees are completed as required and filed. |  |
|  |  |  | Manager/Person in Charge (PIC) is a Certified Food Protection Manager (CFPM) which is indicated 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.) |  |
| **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. |  |
|  |  |  | Menus and standardized quantity recipes/procedures for all menu items are available and used. |  |
|  |  |  | 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. |  |
| **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:**

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Name Date