

HACCP Plan – COMMERCIAL Instructions

PART 1 - HACCP Plan

Part 1 - Commercial Kitchen Hazard Analysis Critical Control Point (HACCP) Resources	<ol style="list-style-type: none">1. Contains: Prerequisite Program Standards; Safe Food Handling Procedures; Corrective Action Requirements; Allergen Facts.2. Part 1 of the HACCP Plan does not have to be printed if a current electronic copy is available and readily accessible by the manager and employees and all are able to access and use the HACCP Plan Part 1 information with ease.
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PART 2 - HACCP Plan | Assessment

Part 2A - Annual Revision	<ol style="list-style-type: none">1. This section will be Reviewed and Revised as needed by the site Manager at the beginning of each school year.2. Once this section is revised it should be signed and dated3. How to store completed documents:4. Save electronically in the manager's office for access by all employees.5. Print and insert into a notebook/folder and house in the Manager's office.
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<p>Part 2B - Annual Completion</p> <p>Part 2B - Pest Control Assessment</p>	<ol style="list-style-type: none"> 1. This section will be Completed by the site Manager at the beginning of each school year. 2. Once this section is totally complete, it should be signed and dated by the site manager. 3. How to store completed documents: <ol style="list-style-type: none"> a. Save electronically in the manager’s office for access by all employees, or b. Print and insert into a notebook/folder and house in the Manager’s office.
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PART 3 - HACCP Plan | Monitoring & Recordkeeping

<p>Part 3 – Reference and Instructions</p>	<p>Contains monitoring and recordkeeping information and instructions.</p>
<p>Part 3 - Monitoring Logs and Forms</p>	<p>Contains daily, weekly, monthly, and "as needed" monitoring logs. A summary is also included to record where these logs are stored within the school or SFA.</p>

PART 4 - HACCP Plan | Continuing Education and Professional Development

<p>Part 4 - Referencing and Continuing Education Development Instructions</p>	<p>Provides guidance for completion and maintenance of the HACCP Reference and Continuing Education Development forms.</p>
<p>Part 4 - Forms</p>	<p>Contains individual employee forms that will be completed and filed annually.</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> • Employee Health Policy Agreement-English • Employee Health Policy Agreement-Spanish • Food Safety Checklist for Employees • Food Safety Checklist for Employees-Spanish • School Nutrition Food Employee and Conditional Employee Health Policy Agreement • School Nutrition Food Employee and Conditional Employee Health Policy Agreement—Spanish • Substitute List • Food Safety and HACCP Continuing Education Report <ul style="list-style-type: none"> ○ Complete this report (or equivalent) for each training to document employee attendance for all Food Safety/HACCP related continuing education. ○ Insert in Part 4: Continuing Education and Professional Development or maintain with professional standards documentation.

PART 5_HACCP Plan | Menus and Recipes

Part 5 - Menus and Recipes	<ol style="list-style-type: none">1. The School Nutrition Administrator should decide on the district’s method of organization for the recipe books.2. If all standardized recipes and procedures are available electronically at all schools within the SFA, then the School Nutrition Administrator does not have to provide hard copies of all recipes to each school; however, the site manager must print the recipes to be used so a hard copy is available to food employees in the production area daily.3. If all menu items (including those used for a la carte, breakfast, lunch, Fresh Fruit and Vegetable Program, and After School Snack Program) have standardized recipes/procedures specifying the HACCP Process category, the Menu Summary is optional.4. If all menu items do not have standardized recipes or processes including the HACCP category, you must list those menu items on the menu summary.
Part 5 – Forms	<p>Includes:</p> <ul style="list-style-type: none">• Menu Summary• Pre-Prepared Foods• Time as a Public Health Control (TPHC) Foods• Time as a Public Health Control Delivery Log