**HACCP Plan Implementation Checklist – Central Warehouse Plan**

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| --- | --- |
| 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, 2a, 2b, 3, 4, and 5 are in/near the manager’s office (including electronic components) 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 Central Warehouse Description are fully completed and inserted (includes Information, Personnel, CFPM Certification, Facility, Equipment, Purchasing, and Hazard Communications) |  |
|  |  |  | Current Food Safety Certifications (CFPM) for employees are inserted. |  |
|  |  |  | 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. |  |
|  |  |  | Food Defense Plan 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. *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.* |  |
| **Part 3: Monitoring and Record Keeping** | | | | |
|  |  |  | Monitoring Summary is fully completed and inserted. |  |
|  |  |  | Daily – Warehouse Assessment is completed and filed. |  |
|  |  |  | Daily – Dry Storage Inspection is completed and filed. |  |
| **Yes** | **No** | **N/A** | **Item** | **Comments/Corrective Action Needed** |
|  |  |  | Daily – Refrigerator Assessment is completed with cross-contamination check noted and filed. (Reach-in and Walk-in as applicable are monitored.) |  |
|  |  |  | Daily – Freezer Inspection is completed and filed. (Reach-in, Walk-in, and Ice Cream Freezers as applicable are monitored.) |  |
|  |  |  | 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) |  |
| **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. *This information may be filed with USDA Professional Standards documentation, but must be available upon request from NCDPI or local health department.* |  |
|  |  |  | 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. *Copies of certifications are filed in Part 2a.* |  |
|  |  |  | 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: Inventory** | | | | |
|  |  |  | List of all food items purchased, stored, and distributed is properly completed (Food Item/Inventory Summary). *Completing the Food Item/Inventory Summary is optional if documentation is kept electronically and can be provided upon request.* |  |
|  |  |  | Food items are identified and stored based on whether or not they are Time-Temperature Controlled for Safety (TCS) foods that must be held at 41⁰F or below. |  |
| **Yes** | **No** | **N/A** | **Item** | **Comments/Corrective Action Needed** |
| **Other: Central Warehouse Food Defense Plan (see Part 2a)** | | | | |
|  |  |  | Complete areas of vulnerability and potential food defense solutions for each category listed in the Food Defense Plan template. |  |
|  |  |  | Complete the emergency contact list. |  |

**Comments:**

**Reviewer:**

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Name Date