Part 2 (b)

Commercial Kitchen HACCP Plan Assessment

Annual Operation Assessment

(Annual Completion)

The School Nutrition Manager and all employees should be familiar with the contents of the HACCP Plan and have ready access. This section 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 this section with ease.

This section of the HACCP Plan provides information about daily, weekly, monthly, annual, and as needed assessments to ensure the HACCP Plan is implemented and functioning as intended to prevent food safety hazards from occurring. ***This section must be completed annually.***

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# Annual Operation Assessment

After the *School Description* form is completed, the *Operation Assessment* must be performed. This assessment will typically take between one and two hours to complete. Some standards will need to be assessed in conjunction with maintenance staff. Other standards must be evaluated using the past two Environmental Health inspection reports – these are noted in *italics* adjacent to the standard.

Before beginning the assessment, collect the Environmental Health inspection reports (usually quarterly reports) for the most recent two inspections and file them in the space indicated in this section in chronological order beginning with the most recent report. If the inspection report is used to assess a standard, note directly on the *Operation Assessment* form the date of the inspection report used and the violation number cited on the report. Also, thoroughly read and review *HACCP Plan Part 1: Prerequisite Programs and Safe Food Handling Practices* to show you are completely familiar with all the standards. Continue to file copies of the current Environmental Health inspection reports. You may remove the copy of the oldest report when you file the most recent if the two most recent inspections are included in this section.

An operation assessment must be performed every year before or at the beginning of the school year. Responses can be handwritten or typed. It might take more than one day to complete the assessment. If so, record the date the assessment began and the date the assessment was completed. Completed assessments must be kept on file for at least three years plus the current year; store with other school nutrition records in a manner approved by the School Food Authority (SFA). Include only the current year’s *Operation Assessment* form in this section.

|  |  |
| --- | --- |
| **School:** |  |
| **School Food Authority:** |  |
| **Signature of Person in Charge \*:** |  |
| **Date Assessment Began:** |  |
| **Date Assessment Completed:** |  |

\* Typically, the Food Safety Team Leader is the person in charge (PIC) and will complete this annual assessment. However, in some schools the Food Safety Team Leader/PIC will assign this task to another Food Safety Team member. If so, then the name of this person must be listed on the Food Safety Team table and their HACCP Responsibility must be listed as “complete Operation Assessment.”

## Assessment of Menus and Recipes

|  |
| --- |
| Menu  |
| A copy of the menu, including à la carte items, is filed in *Part 5: Menus and Recipes*. | [ ]  **Yes** | [ ]  **No** |
| Standardized quantity recipes/procedures are available for all menu items prepared in the school nutrition operations. This includes à la carte items. These recipes are listed in the Menu Summary by appropriate HACCP process categories and are filed in the recipe book for your school. Refer to *Part 5: Menus and Recipes* for details. | [ ]  **Yes** | [ ]  **No** |
| Menu summaries, if required, have been updated to reflect current menu items and are filed in *Part 5: Menus and Recipes*. If menu summaries are not required, standardized recipes have been updated to reflect current items and HACCP process categories.NOTE: If all menu items (including those used for à 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. If all menu items do not have standardized recipes or processes including the HACCP process category, you must list those menu items on the Menu Summary. | [ ]  **Yes** | [ ]  **No** |
| Critical control points (CCPs) are noted on all standardized recipes/procedures and time as a public health control (TPHC) procedures are filed as applicable. | [ ]  **Yes** | [ ]  **No** |

## Assessment of Prerequisite Programs

|  |
| --- |
| Facilities |
| Facility standards outlined in *HACCP Plan* *Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Floors, walls, and ceilings are smooth, nonabsorbent, and in good repair.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Floors are wear-resistant, slip-resistant, nonporous, and graded to drain. *Use the past two Environmental Health Inspection reports to determine if in compliance. If checked “No”, note the date and violation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Adequate floor drainage is in high moisture areas, such as the dishwashing area and the food preparation area(s). *Use the past two Environmental Health inspection reports to determine if in compliance. If checked “No”, note the date and violation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Lights are positioned so employees do not cast shadows onto work surface.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Light bulbs are shielded, coated, and/or shatter-proof in all areas.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Work areas have adequate light. *Use the past two Environmental Health inspection reports to determine if in compliance. If checked “No”, note the date and violation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| The ventilation system meets local regulations *and* is properly constructed. *Use the past two Environmental Health inspection reports to determine if in compliance. If checked “No”, note the date and violation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Ventilation in chemical storage areas is installed in accordance with appropriate building codes. *Use the past two Environmental Health inspection reports to determine if in compliance. If checked “No”, note the date and violation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Ventilation system is turned on while food equipment under the hood is turned on. | ☐**Yes** | ☐**No** | ☐**N/A** |
| Linens from the food establishment are stored in a clean, dry area at least six inches off the floor.  | [ ]  **Yes** | [ ] **No** | [ ] **N/A** |
| Linens from the food establishment are washed in a washing machine and then dried in a dryer.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Soiled clothing, bedding, or other linens from outside the permitted establishment (i.e. classrooms, etc.) are not washed or dried using equipment inside the permitted area. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Wiping cloths are washed in a washing machine or sink not used for food preparation. Cleaned cloths are machine dried or line dried away from food prep and storage areas.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| At least one garbage can with a tight-fitting lid and that is large enough to handle all garbage is in each work area. (If there is no lid, then the can must be emptied frequently and cleaned weekly or as needed.) | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| A covered waste receptacle is in each female restroom. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Equipment |
| Equipment standards outlined in *Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Manufacturer instructions for each piece of equipment currently used in the operation are available at the site. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Equipment is installed according to manufacturer instructions, is in good condition, and is used as approved. *Use the past two Environmental Health Inspection reports to determine if in compliance. If checked “No”, note the date and violation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* | [ ]  **Yes** | [ ] **No** | [ ] **N/A** |
| All equipment meets American National Standards Institute (ANSI) Sanitation Standards (NOTE: food processors and blenders must meet the ANSI-accredited standards). The only equipment not required to meet these standards are toasters, mixers, microwave ovens, water heaters, and hoods. *Use the past two Environmental Health Inspection reports to determine if in compliance. If checked “No”, note the date and violation number* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Stationary equipment is mounted on legs at least six inches off the floor or sealed to a masonry base. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Stationary equipment mounted on legs and placed on a tabletop is at least four inches between the base of the equipment and the tabletop. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| All cracks or seams over 1/32-inch are filled with a nontoxic, food-grade sealant. Check with maintenance staff to determine what type of sealant is being used. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Equipment preventive maintenance schedules have been determined and a copy is filed as indicated on next page. (See *Part 1: Prerequisite Programs* for suggestions to develop this schedule.) | [ ] **Yes** | [ ] **No** | [ ] **N/A** |

|  |
| --- |
| Employees |
| Employee standards outlined in *Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood. Employee Health Policy Agreements are properly signed annually and filed in *Part 4: Continuing Education and Professional Development.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Continuing Education and Professional Development |
| Continuing Education/Professional Development standards outlined in *Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Continuing education records are reviewed and filed in *Part 4: Continuing Education and Professional Development.*  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Pest Control *(also refer to Pest Control Assessment)* |
| Pest control standards outlined in *Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| A map of the facility's interior and exterior layout is available and updated each year so one can mark exactly where evidence of pests was found and where bait traps were placed. *Check with maintenance staff for this information. State the file location: \_\_\_\_\_\_\_\_\_\_\_\_\_* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| A licensed pest management professional (PMP) is on staff or on contract.  | [ ] **Yes** | [ ] **No** | **N/A** |
| Cracks and crevices are sealed, and screens closed and in good condition. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| All openings surrounding wiring, drainpipes, vents, and flues caulked or sealed. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Windows and vents covered with at least a 16-mesh wire screening. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Cracks and gaps covered at all exterior doors and walls. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Air curtains or fly fans installed, if necessary, and used. | [ ] **Yes** | [ ] **No** | **N/A** |
| Lighting installed away from exterior doors to avoid attracting flying insects. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Areas surrounding light switches, bulletin boards, and vent hoods are caulked and sealed. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| All pipes and electrical lines sealed with wire mesh (copper pads) and/or caulking. *Have maintenance staff help evaluate this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| All pesticides are dispensed and applied by a licensed pest management professional (PMP). | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Facilities treated as needed. The person in charge will call for additional pest control visits on an as needed basis when there are noticeable problems between regularly scheduled visits. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| All food-contact surfaces are washed, rinsed, and sanitized *after* the facility is treated. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Instructions on product labels are followed when school nutrition employees are using pesticides. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| The building exterior and perimeter is clean and free of clutter and debris. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Insecticides and rodent traps are properly used in and near the garbage and waste area. Indoors, it is preferable to use traps over baits because you never know where the rodent may die. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Trapping devices or other means of pests control are properly maintained and used. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Pesticides are kept in their original containers and properly stored. Pesticides are never stored in food containers. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Floor drains are free of food particles and other debris. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Cleaning and Sanitizing |
| Cleaning and sanitizing standards outlined in *Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Cleaning and sanitizing standards for norovirus incidents outlined in *Part 1: Safe Food Handling* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| A master cleaning and sanitation schedule is in place and a copy is filed in behind this page. (See *Part 1: Prerequisite Programs* for samples.) | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Cleaning and Sanitizing – Chemical Dish Machine |
| A thermometer is installed on the machine to measure the temperature of water at the manifold, where it sprays into the tank. *Have maintenance staff assist with evaluating this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| A pressure gauge is installed on the machine to measure the PSI of the final rinse water as it sprays into the tank. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Chemical dispensers are operating properly, and an approved chemical sanitizer is used. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Cleaning and Sanitizing – High Temperature Dish Machine |
| A thermometer is installed on the machine to measure the temperature of wash and final rinse water at the manifold, where it sprays into the tank. *Have maintenance staff assist with evaluating this standard.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| A pressure gauge is installed on the machine to measure the PSI of the final rinse water as it sprays into the tank. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Hazard Communications |
| Hazard communications standards outlined in *-Part 1: Prerequisite Programs* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Hazardous chemicals which are past dated or have not been used within one year are properly discarded. *NOTE: Check with your local health department for more information about proper disposal of hazardous chemicals.* | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Employees are educated on proper usage of hazardous chemicals in the operation.  | [ ] **Yes** | [ ] **No** | [ ] **N/A** |

## Assessment of Safe Food Handling Procedures

|  |
| --- |
| Purchasing and Receiving |
| Purchasing and receiving standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Dry Storage |
| Dry storage standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Thermometers are in the dry storage areas. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Refrigerated Storage |
| Refrigerated storage standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Thermometers are in the refrigerated storage areas. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Frozen Storage |
| Frozen storage standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Thermometers are in the frozen storage areas. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Preparation |
| Preparation standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Potable water is used to make ice. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Holding and Serving |
| Holding and serving standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Leftovers and Advance Preparation |
| Leftovers and advance preparation standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Cooling |
| Cooling standards and instructions for completing the cooling log outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. Cooling logs are completed for all leftover time/temperature control for safety (TCS) foods saved for re-service. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Sharing Tables and Donated Foods |
| Sharing table and donated food standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Transporting |
| Transporting standards outlined in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |
| Procedures for preparing, serving, and transporting foods during unexpected school closures provided in *Part 1: Safe Food Handling Procedures* have been reviewed by the Food Safety Team Leader and are clearly understood. | [ ] **Yes** | [ ] **No** | [ ] **N/A** |

## Operation Assessment Summary of Identified Problems

|  |  |
| --- | --- |
| **School:** |  |
| **Signature of Person in Charge:** |  |
| **Date Assessment Completed:** |  |

Please note the problems identified during your assessment in the space below. Give a copy of the completed summary to the School Nutrition Administrator so they can assist you in determining how to correct the problems. Additional pages may be used, if needed.

1.

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10.

# Food Code Variances

A Variance may be approved for certain deviances from the Food Code when special circumstances warrant this change. There is a defined process allowing food establishments to petition the North Carolina Department of Health Food Protection Branch Variance Committee for a variance when strict application of the Food Code regulations fail to take special considerations into account.

In August 2014, School Nutrition Services petitioned for and was granted a variance for *labeling of packaged food prepared in the cafeteria*. A copy of this variance is included on the following pages. In addition, a Position Statement about this practice is included in Part 1 of the HACCP Plan template in the *Department of Health and Human Services Food Protection Branch Position Statements* section.

If your school does not use this Labeling Variance, please indicate below and you may remove it from this HACCP template.

[ ]  School uses this variance and it remains a part of the HACCP Plan Template.

[ ]  School does not use this variance and it has been removed from the HACCP Plan Template.

If your School has been granted additional Food Code Variances, insert copies of the letter and other supporting documentation for those variances behind this page.



**Variance request for Packaged Foods and Labeling in Food Establishments**

**ISSUE:** Labeling PACKAGED FOODS in FOOD ESTABLISHMENTS regulated under 15A NCAC 18A .2600

North Carolina Department of Public Instruction, School Nutrition Services Sections requests a variance for labeling packaged foods prepared in North Carolina school cafeterias and offered to consumers on self-service lines or other venues during meal service periods. This request is based on the individual school’s ability to communicate with consumers about ingredients and potential allergens by:

* Developing and following Hazard Analysis Critical Control Point (HACCP) Plans for all schools
* Offering the self-service packaged foods during meal service periods when cafeteria staff can respond to consumer requests for allergen information
* Providing specialized allergen continuing education annually to employees who replenish the self-service lines and cashiers working the point of service locations.
* Ensuring all point of service (POS) venues are “manned” during meal service
* Following allergen accommodation instructions provided on individual student medical statements from the physician and providing a corresponding allergen medical alert in the computerized POS system.
* Maintaining a library of labels for approved bid products at the School Food Authority’s (SFAs) School Nutrition Administrative office

The practices mentioned above should allow for safe preparation and service of packaged foods and provide adequate contact with knowledgeable cafeteria personnel to address consumer questions during meal service, thus eliminating a health hazard or nuisance resulting from offering packaged food without allergen labels in school cafeterias during “manned” meal service periods.



#

# HACCP Verification

Verification is defined as the process of evaluating the HACCP Plan to determine whether the standards are being properly implemented, monitored, and observations recorded. Each school nutrition operation must identify one individual who is responsible for verifying the HACCP Plan annually at the beginning of the school year if not done at the end of the previous year. Usually this will be the Person in Charge, Team Leader, or a Supervisor. That individual is responsible for making sure the HACCP Plan is verified. Complete the form and file it (the most recent verification) in this section. File previously completed HACCP verification reports with other School Nutrition HACCP Records and keep for at least 3 years.

## Table 1. Types of HACCP verification and who is responsible

|  |  |  |
| --- | --- | --- |
| **TYPE OF HACCP VERIFICATION** | **WHO IS RESPONSIBLE** | **FREQUENCY OF REVIEW** |
| Scientific or technical verification showing critical limits at critical control points are satisfactory. | NCSU facultyProcedures outlined in the Plan are based on the most recently adopted USDA Food and Drug Administration (FDA) Food Code. | Once in 2006 and NC Department of Public Instruction will determine when updates are needed. Plan was updated in 2008-09, 2010-11, 2012-13, 2013-14, and 2014-15. |
| HACCP plan is functioning effectively; therefore, the Food Safety Team Leader at each site must review the HACCP plan, be certain the HACCP plan is being correctly followed, and review records. | Identified Food Safety Team Leader or PIC at each site, or designee. | Annually at the beginning of the school year (if not done at the end of the previous year). |
| HACCP plan is functioning effectively. The School Nutrition Administrator or Area Supervisor must review the HACCP plan to be certain it is being correctly followed and records are properly prepared. | School Nutrition Administrator or designee | During each school year |
| NC Department of Public Instruction and the local health department to ensure the establishment’s HACCP system is functioning in a satisfactory fashion | NC Department of Public Instruction School Nutrition Consultants and Specialists | Annually or as needed during Technical Assistance and Administrative Reviews |

## Verification of HACCP Plan

The Verification of HACCP Plan is usually completed annually by the Person in Charge or their supervisor annually at the beginning of the school year if not done at the end of the previous year. File the most recently completed HACCP verification in this section. The previously conducted HACCP verification pages should be removed and kept in a separate file with other HACCP records for three years.

|  |  |
| --- | --- |
| School: |  |
| School Food Authority: |  |
| Signature of Person completing the HACCP Verification: |  |
| Date Completed: |  |

1. Have the following forms been completed for the most recent 10 months/school year?

[ ]  Menu Summary (optional)

[ ]  Recipes, including information about allergens

[ ]  Food Safety Team

[ ]  School Description

[ ]  Operation Assessment

[ ]  Monitoring Summary

1. Were there any new additions to menus/recipes during the most recent 10 months/school year?

[ ]  Yes

[ ]  No

1. Were there any significant changes to recipes during the most recent 10 months/school year? Significant changes would be changing from a precooked to raw product, or the addition of a TCS food to an existing recipe, etc.

[ ]  Yes (If yes, list the new or recipes with significant changes in the space below.

[ ]  No (If no, go to question 5.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

1. Have the new recipes been added to your printed or electronic recipe book?

[ ]  Yes

[ ]  No

1. Have the recipes been evaluated for the presence of allergens and has this information been added to the recipe?

[ ]  Yes

[ ]  No

1. Check below which monitoring records your school is required to have. Also indicate where those records are stored after the completed records are removed from the current year’s binder.

|  |  |
| --- | --- |
| **TYPE OF RECORD** | **RECORD STORAGE LOCATION** |
| [ ]  Daily – Production Record |  |
| [ ]  Daily – Kitchen Assessment |  |
| [ ]  Daily – Hand Sink Assessment |  |
| [ ]  Daily – Refrigerator Assessment |  |
| [ ]  Daily – Freezer Assessment |  |
| [ ]  Daily – Dry Storage Assessment |  |
| [ ]  Daily – Hot-holding Unit Assessment |  |
| [ ]  Monthly -- Series of four inspection forms |  |
| [ ]  Monthly -- Pest Control |  |
| [ ]  Annual -- Operation Assessment |  |
| [ ]  Employee Illness Log (s) |  |
| [ ]  Reports from the health department for employee diagnosed with foodborne illness |  |
| [ ]  Annual - Food Safety Checklist for Employees |  |
| [ ]  Annual – Employee Health Policy Agreement |  |
| [ ]  Pest Control Reports from PMP |  |
| [ ]  Purchasing and Receiving Delivery Invoices/Delivery Tickets |  |
| [ ]  Environmental Health Inspection Reports |  |
| [ ]  Foodborne Illness Complaint Form(s) |  |

1. Are required monitoring records properly completed and on file? To evaluate this, randomly select the monitoring records for one week from the most recent 10 months/school year. Record the dates of the records reviewed to validate the HACCP plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Yes

[ ]  No

1. Were any corrective actions taken and recorded during the most recent 10 months/school year? You may use the one-week random selection in question 7 as evidence of corrective actions.

[ ]  Yes

[ ]  No

Briefly summarize the corrective actions taken during the random week selected or for other periods reviewed during this verification.

1. List all food safety continuing education sessions offered during the school year being verified to support the HACCP plan.
2. Describe the documentation provided (if any) to support such education has occurred. This could be handouts, agendas, etc. If no documentation is provided, state “no documentation of continuing education.