HACCP FOOD SAFETY CHECKLIST

Date:_____ Location #_____ Manager's Signature_____

Directions: Use this checklist weekly. Determine areas in your operation requering corrective action.
Record corrective action taken and keep completed records on file for future reference.
To complete this checklist write "Y" if in compliance, "N" if not in compliance. If "N" make sure there is a corrective action in place in the "Corrective Action Plan" section at the end of this document.

PERSONAL HYGIENE
H-1, H-2, H-3

	M	T	W	TH	F
1. Employees wear clean uniforms, shoes, and hair restraints.					
2. Fingernails are short, unpolished, and clean (no artificial nails).					
3. Jewelry is limited to a plain ring, small pierced errings (no dangling) and a watch.					
4. Hands with open wounds, scabs, or bandages are completely covered with a disposable glove while handling food.					
5. Eating, drinking, or chewing gum is allowed only in desiganted areas.					
6. Employees follow School Boards Rule regarding tobacco products on school premises.					
7. Hands are washed properly, frequently, and at appropriate times.					
8. Hand sinks are stocked with soap, disposable towels, warm water, trash can, and hand washing signs are posted.					
9. Employee restrooms are operational and clean.					
10. Employees do not have any signs of communicable disease.					

FOOD PREPARATION AND HANDLING
H-5 to H-15, H-17, H-19

11. Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.					
12. Thawed food is not refrozen.					
13. Preparation is planned so ingredients are kept out of the temperature danger zone.					
14. Food is tasted using the proper procedure.					
15. Procedures are in place to prevent cross-contamination.					
16. Food is handled and served with suitable utensils, such as disposable gloves or tongs.					
17. Food is prepared in small batches to limit the time it is in the temperatre danger zone.					
18. Food is cooked to the required safe internal temperature for the appropiate time using a calibrated thermometer.					
19. Hot holding unit is pre-heated and food is held at 140F or above.					
20. Hot holding units are not used to reheat or cook foods.					
21. Cold holding unit is pre-chilled and food is held at 41F or below.					
22. Proper cooling procedures are used.					
23. All food is properly wrapped, labeled, and dated.					
24. Temperature of all refrigerated equipment is monitored and documented at the beginning and end of the day					
25. Fruits and vegetables are properly washed to prevent foodborne illness.					
26. Appropriate food temperature are maintained and contamination					

is prevented during transportation, if applicable.
27. Procedures are followed for recalled food products, when applicable.
28. Thermometers are calibrated and used properly.
29. Thermometers are cleaned and sanitized after each use.

RECEIVING AND STORAGE
H-16

30. Temperature of dry storage area is between 50F and 70F.
31. All food and paper supplies are stored 6" off the floor.
32. All food is labeled with delivery date and/or pack date.
33. Food containers are in good condition and open bags of foods are stored in labeled containers with tight fitting lids.
34. FIFO (First In, First Out) method of inventory management is used.
35. Chemicals are clearly labeled and stored away from food and food-related supplies.

SANITIZING EQUIPMENT, UTENSILS AND FACILITIES
H-4, H-15, H-10, H-11

36.Three-compartment sink is properly set up for washing.
37. Water is clean and free of grease and food particles.
38. Chemical sanitizer is mixed correctly and a not expired sanitizer strip is used to test sanitizer concentration as needed.
39. Smallwares and utensils are allowed to air dry.
40.Wiping clothes are submerged in sanitizing solution while in use.
41. All work surfaces, small equipment and utensils are cleaned and sanitized after use.
42. outside doors are closed and fly fans are operational.

PEST CONTROL
H-4, H-18

43. Large equipment is cleaned and sanitized routinely.
44. Exhaust hood and filters are clean.
45. Kitchen garbage cans are clean and sanitized.
46. Loading dock area and dumpsters are clean and odor free.
47. Kitchen facility is free of any evidence of pests.
48. Corrective action plan has been implemented to eliminte pests, if pests are found on site.

CORRECTIVE ACTION PLAN. PLEASE SPECIFY CATEGORY/ITEM NUMBER.