HACCP Checklist

Has each school in the LEA met the following HACCP requirements?  

- **Step 1:** Developed, documented, and implemented Standard Operating Procedures (SOPs)?  
- **Step 2:** Identify and document in writing all menu items according to the Process Approach to HACCP?  
  o Process #1-No Cook (no danger zone).
  o Process #2-Same Day Service (through danger zone once).
  o Process #3- Complex Food Preparation (through danger zone two or more times).
- **Step 3:** Identify and document control measures and critical limits (CCP) in recipes and in SOPs?  
- **Step 4:** Establish monitoring procedures?  
- **Step 5:** Establish corrective action?  
- **Step 6:** Which of the following records are kept?  
  o Food Preparation Records  
    - End point cooking temperature log (Daily)  
    - Holding time and temperature log (Daily)  
    - Cooling temperature log (As Needed)
o Equipment and Facility Records
  ▪ Receiving temperature log (Each Delivery) ____
  ▪ Refrigerator temperature log (Daily) ____
  ▪ Freezer temperature log (Daily) ____
  ▪ Dry storage temperature log (Daily) ____
  ▪ Dish machine sanitation log (Daily) ____
  ▪ Food contact surface cleaning/sanitizing solution log (Daily) ____
  ▪ Thermometer calibration log (Every 2 weeks) ____
  ▪ Damaged and discarded product log (As Needed) ____

o Review Records
  ▪ Food safety checklist (Monthly) ____

o Training Records
  ▪ Food safety trainings (with each training provided) ____

o Corrective Action Records (As Necessary) ____

  • **Step 7:** Review and Revise your overall food safety program periodically? ________

  • Does the school/LEA have food safety training? ________
  • Is the food service staff following HACCP procedures? ________

**Comments and Corrective Action:**