

Food Safety Plan Development Checklist

With Reference to Pages in WI Prototype Food Safety Plan Process 1, 2 and 3 Items

- 1. Develop a description of the production and/or serving site. Separate plan is needed for each site. [Page 1]* Include equipment inventory. [Page 2] **Note:** Diagram of food service operation is **not** required for a school following process approach to HACCP.
- 2. Categorize menu and a la carte items prepared and/or served at site according to process 1 (no cook), 2 (heated and served the same day), or 3 (complex with cooling step). [Pages 3-4]*
- 3. Identify control measures for process 1, 2, 3 based on categorization process. Note: Control measures include the critical limits and standard operating procedures (SOPs). Include these measures on flow chart(s) and/or other job aids and develop plan for informing food service staff/volunteers/students workers and others. [Pages 5-12]*
- 4. Develop or appropriately adapt standard operating procedures (SOPs). [Pages 13-48]* Develop and/or choose appropriate monitoring forms for applicable to the school's SOPs. Refer to *Prototype Forms for Process 1, 2, and 3***.
- 5. Specify monitoring procedures when developing or adapting SOPs and assign monitoring responsibilities. [Page 49]*
- 6. Specify corrective action procedures when developing/adapting SOPs. [Page-50-52]*
- 7. Specify recordkeeping procedures when developing/adapting SOPs. [Page 53] Determine and specify where various records will be kept.
- 8. Document participation of food service employees/volunteers/students workers and others with food service responsibilities by: completion of employee reporting agreement; establishing training requirements to provide basic food safety competencies and an orientation to food safety plan; and the development and implementation of an annual training schedule. [Pages 54-58]*
- 9. Review and revise overall food safety plan periodically. [Pages 59-61]*

*Refers to DPI's *Prototype Food Safety Plan for Process 1, 2, 3* designed for adaptation by school agencies in Wisconsin.

** Refers to DPI's *Prototype Forms for Process 1, 2, 3* designed for adaptation.

Electronic copy of these documents is posted on Wisconsin School Food Safety and Food Biosecurity information webpage at: <http://dpi.wi.gov/fns/foodsafety.html>. Additional SOPs and other helpful resources are also posted at this location.

Contacts:

Plan Development & USDA Requirements
Julie Shelton, SNS
Consultant - School Nutrition Programs
Wisconsin WI Department of Public Instruction
Phone: 608-267-9132
Email: julie.shelton@dpi.wi.gov

WI Food Code/Who is Your Inspector?
James C. Mack, M.P.A., REHS
Program Manager, Food Safety
Food Safety & Recreational Licensing
WI Department of Health & Family Services
Phone: 608-266-8351
Email: james.mack@dhfs.wisconsin.gov

Plan Review and Recommendations

Environmental Health Specialist who conducts food safety inspections (buff)

7/11



Food Safety Plan Review

School Year 20____ Date Completed _____

Instructions: Complete plan review for each preparation and serving location periodically, but at least annually, to reflect changes. Make updates and add new items were applicable. Include effective date on any modified items or forms. Keep with the food safety plan at each of the school food preparation and serving site.

Checklist for Review of Food Safety Plan

1. Check if there were there changes and note date of update to plan:

| | |
|---|-------------------|
| _____ Descriptions | Date Updated_____ |
| _____ Equipment | Date Updated_____ |
| _____ Listing of menu items categorized as process 1, 2, or 3 | Date Updated_____ |
| _____ Vendors | Date Updated_____ |
| _____ Wisconsin Food Code | Date Updated_____ |
| _____ USDA Regulations | Date Updated_____ |
| _____ Recordkeeping Procedures | Date Updated_____ |
| _____ Standard Operating Procedures | Date Updated_____ |
| _____ Monitoring Procedures | Date Updated_____ |
| _____ Monitoring Forms | Date Updated_____ |
| _____ Recordkeeping Procedure | Date Updated_____ |
| _____ Corrective Actions | Date Updated_____ |

2. Changes made for any additional programs or services? yes no

3. Were improvements suggested by environmental health specialist conducting the food safety inspections made in the plan? yes N/A no, not deemed necessary

4. What additional training is needed to support the food safety plan?

5. How will identified training needs be met?

Anticipated date for training: _____, 20__.

6. Does the person in charge at each site demonstrate knowledge of the plan? yes no

7. Changes were conveyed to all employees and volunteers? yes no

8. Name of person responsible for verifying that the required records and logs are accurately completed and properly maintained at this school preparation or serving site:

Name _____ Title _____

Completed by: _____
Name Title

