

INSTRUCTIONS FOR SCHOOL FOOD SAFETY PLAN INSPECTION REPORT

All of the information about the facility being inspected must be complete. Instructions are designed to help provide consistency when filling out the inspection report.

IS THE FOOD SAFETY PLAN ONSITE?

Does the Food Service Authority (FSA) have a completed food safety plan including SOP's and Process HACCP? Each plan must be kept at the school location. If the FSA does not have plan you will be unable to perform this type of inspection.

PLAN WAS LAST REVIEWED BY THE FSA.

Fill in the last date the Food Service Director (or designated employee) reviewed the plan(s). The FSA should review their plans at least yearly or when significant menu/process changes have occurred.

FOOD SAFETY PROGRAM

Food Safety Authority Description

Facility type(s) - answer yes if the written plan includes:

School district demographic
Types of facilities in the SFA (satellite, pre-packed, full service, commissary)

Employee Information - answer yes if the written plan includes:

Number and type of employee at each site

Types of Equipment - answer yes if the written plan includes:

Types of equipment / kitchen layout (hot holding, refrigerators, etc.)

WRITTEN STANDARD OPERATING PROCEDURES (SOP'S)

Verify the FSA has a completed SOP Checklist that summarizes all of the SOP's that apply to their food service operations, for example Cooling SOP. The FSA may use the checklist adapted by the Department of Health and Family Services from Iowa State University, which is optional. Choose at least three SOP's that include CCP's - receiving, cold holding, cooking, cooling, reheating, and/or hot holding.

- Does the SOP include a written policy and procedure for the process?
- Does the SOP include who will monitor the CCP and how to monitor the CCP (what equipment will be used)?
- Does the SOP indicate the frequency of temperature checking and logs that will be used? Where are the logs kept? How long are the logs kept?
- Does the SOP include the critical limit for the process (i.e. temperature requirement, sanitizer concentration) and the appropriate corrective action if the critical limit is not met?

WRITTEN PLAN USING HACCP PRINCIPLES

Have the various menu items been categorized by process type (No cook, Same day service, Complex)? Are the CCP's and critical limits identified for the process type? Some FSA's may use HACCP-style recipes or may have previously developed HACCP flow charts for the food products.

RECORDS REVIEW

Choose three random days during the current school year to verify their records. Review all records for each day.

Overall - Were the appropriate temperatures monitored and recorded? Do the records appear accurate and consistent? Are corrective actions documented if a critical limit is not met?

Is there a Employee Food Safety Training Program in place?

Managers and employees need to be properly trained to successfully reduce the occurrence of foodborne risk factors. A successful School Food Safety Program provides for on-going food safety training for all employees. Many different training programs exist; therefore, it is up to the FSA to decide what works best for them. A free training program titled Safe Food Crew- In-house Food Safety Training Modules can be downloaded at www.safefoodcrew.org. This program was developed by the Madison Department of Public Health.

Inspection Narrative:

Schools are required to post Health Inspection reports under Federal Law. This section should be used to summarize deficiencies in their Food Safety Plan. The inspection narrative consists of three components: What is missing from the plan, the USDA requirement, and how to correct the deficiency.