

Food Safety Plan Review and Revision

The _____ (job title) will be responsible for reviewing the facilities food safety plan at the beginning of each school year and when any significant changes occur in the operation.

Complete this worksheet each year to ensure that your food safety plan is up-to-date and meeting your needs.

Reviewer Name (Print): _____ Date of Review: _____

Reviewer Title (Print): _____

	Yes	No	Comments	Date Modified
Does your school food safety plan apply to every location where food is stored, prepared, or served for Child Nutrition Programs?	<input type="checkbox"/>	<input type="checkbox"/>		
Have there been changes in Menu items, Equipment, Minnesota Food Code, Vendors, Operating Procedures, Federal, State, or Local Policies?	<input type="checkbox"/>	<input type="checkbox"/>		
Are Standard Operating Procedures (SOPs) accurate and current for your operation procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the lists of foods in Processes 1, 2, 3 accurate and current?	<input type="checkbox"/>	<input type="checkbox"/>		
Are Critical Control Points (CCPs) and Critical Limits (CLs) correctly identified and appropriate to control each hazard to ensure safe food?	<input type="checkbox"/>	<input type="checkbox"/>		
Do manager and staff demonstrate knowledge of Food Safety Plan?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a designated employee responsible for verifying that the required records and logs are being completed accurately and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>		
Are appropriate Corrective Actions taken to ensure safe food is served and purchased?	<input type="checkbox"/>	<input type="checkbox"/>		

	Yes	No	Comments	Date Modified
Does the existing recordkeeping system provide adequate documentation that SOPs and CCPs are met and corrective actions are taken when needed?	<input type="checkbox"/>	<input type="checkbox"/>		
Has the school food safety program based on HACCP ¹ principles been implemented throughout the district?	<input type="checkbox"/>	<input type="checkbox"/>		
Has the Food Safety Plan been modified to reflect these changes?	<input type="checkbox"/>	<input type="checkbox"/>		
Changes made to the Food Safety Plan were conveyed to all school nutrition employees? _____	<input type="checkbox"/>	<input type="checkbox"/>		

Reviewer's Signature: _____ Date: _____

¹ Hazard Analysis Critical Control Point, or HACCP, represents a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process-- from receiving to service.