

Worksheet to Review and Revise the HACCP Food Safety Plan

Directions: Complete each school year and file in Section 7 of the HACCP Food Safety Plan.

Name and title of person responsible for review and revisions: _____

Date of review: _____

1. Have there been changes in:

Menu items Equipment Kansas Food Code Vendors Operating Procedures
No Changes If No Changes go to Question 2.

Has the HACCP Food Safety Plan been modified to reflect these changes?

Yes No If no, modify plan before continuing review. Date modified _____

2. Are Standard Operating Procedures (SOPs) accurate and current for your operational procedures?

Yes No If no, update SOPs (cross out or re-write as needed). Date modified _____

3. Are the lists of foods in Processes 1, 2 and 3 accurate and current?

Yes No If no, update Process Charts. Date updated _____

4. Are Critical Control Points-CCPs and Critical Limits-CLs correctly identified and appropriate to control each hazard to ensure safe food?

Yes No If no, update Control Measures. Date updated _____

5. Are effective Monitoring Procedures (see back for suggested logs/records) being used?

Yes No If no, initiate/update monitoring procedures. Date completed _____

6. Are appropriate Corrective Actions taken which ensure safe food is served and purchased?

Yes No If no, update corrective action plan. Date updated _____

7. Does the existing Record Keeping System provide adequate documentation that SOPs and CCPs are met and corrective actions are taken when needed?

Yes No If no, update record keeping procedures. Date updated _____

8. Who is responsible for verifying that the required records and logs are being completed accurately and properly maintained?

Name(s) _____

If no one is identified, identify who is responsible: _____

9. Do managers and staff demonstrate knowledge of the HACCP Food Safety Plan?

Yes No If no, complete HACCP Training. Date completed _____

If yes, Review of HACCP Food Safety Plan is complete.

10. Changes made to the HACCP Food Safety Plan were conveyed to all school nutrition employees on _____.