

# HACCP-Based SOP

## FOOD SAFETY CHECKLIST

Date: \_\_\_\_\_ Observer: \_\_\_\_\_

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

### Personal Hygiene

	Yes	No	Corrective Action
• Employees wear clean and proper uniforms including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band; and no bracelets or watches.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands and wrists are bandaged and completely covered with a foodservice glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable paper towels, warm water (at least 100°F), and garbage can.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational, clean, and properly stocked.	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Food Preparation

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or fully submerged in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the shortest extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	Yes	No	Corrective Action
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The internal temperature of food being cooked is monitored and documented.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Hot Holding

	Yes	No	Corrective Action
• Hot holding unit is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of hot food being held is at or above 135 °F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Cold Holding

	Yes	No	Corrective Action
• Refrigerators are kept clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of cold food is held at or below 41 °F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of ROP food is held at or below _____ °F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Refrigeration and Freezers

	Yes	No	Corrective Action
• If required, refrigerator holding ROP food is equipped with continuous electronic monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If required, continuous electronic monitoring is visually checked twice daily for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Monitor ambient air temperature of all refrigerators and freezers.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Refrigerator and freezer units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is properly wrapped, labeled, dated, and within proper shelf life.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory	<input type="checkbox"/>	<input type="checkbox"/>	_____

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management is used.

**Yes No Corrective Action**

\_\_\_\_\_

## Food Storage and Dry Storage

- All food and paper supplies are stored 6 inches off the floor throughout facility unless on pallets or stored in waterproof containers.
- All food is labeled with name and received date.
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.
- The FIFO (First In, First Out) method of inventory management is used.
- There are no bulging or leaking canned goods.
- Food is protected from contamination.
- All food surfaces are clean.
- Chemicals are clearly labeled and stored away from food and food-related supplies.
- There is a regular cleaning schedule for all food surfaces.
- Food is stored in original container or a food grade container.

**Yes No Corrective Action**

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## Cleaning and Sanitizing

- Three-compartment sink is properly set up for ware washing.
- Dish machine is working properly (such as gauges and chemicals are at recommended levels).
- Water is clean and free of grease and food particles.
- Water temperatures are correct for wash and rinse.
- If heat sanitizing in high temperature dish machine, final rinse water temperature 180°F and food contact surface temperature 160°F.
- If using a chemical sanitizer, it is mixed correctly, equipment has proper contact time with sanitizer, and a sanitizer strip is used to test chemical concentration.
- Small ware and utensils are allowed to air dry.
- Wiping cloths are stored in sanitizing solution while in use.

**Yes No Corrective Action**

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## Utensils and Equipment



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	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, rinsed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are kept cleaned and are sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are cleaned and sanitized before and after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Can opener is cleaned and sanitized.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Drawers and racks are cleaned.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Large Equipment

	Yes	No	Corrective Action
• Food slicer is broken down, cleaned, and sanitized before and after every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Boxes, containers, and recyclables are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Garbage Storage and Disposal

	Yes	No	Corrective Action
• Kitchen garbage cans are clean and kept covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dumpsters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Pest Control

	Yes	No	Corrective Action
• Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fly fans are turned on and operational.	<input type="checkbox"/>	<input type="checkbox"/>	_____