



School District: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## Standard Operating Procedure

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### Self Inspection for Continuous Quality Improvement

**Policy:** The district school foodservice department and each individual kitchen (production and service) will have an on-going process in place for self inspection/evaluation for the purposes of continued quality improvement.

**Procedure:** Members of the HACCP team will:

1. Develop a self-inspection process to be used for ongoing evaluation of the school foodservice operation.
2. Develop forms for conducting self inspections.
3. Develop a regular schedule for conducting self inspections.
4. Conduct independent self inspections.
5. Meet after each self inspection to discuss the outcomes.
6. Develop corrective action as needed.
7. Document the process.

The district foodservice director will:

1. Participate in the HACCP team meetings as appropriate.
2. Review reports of the HACCP team.
3. Provide support for taking appropriate corrective action. This may include support for training, new equipment, etc.

Policy last revised on: \_\_\_\_\_