



School District: _____

Department: _____

Policy No: _____

Standard Operating Procedure

Food Safety and HACCP Program Verification

Policy: The district school foodservice department and each individual kitchen (production and service) will have an on-going process in place for verification that the HACCP plan is functioning as planned.

Procedure: A member or members of the HACCP team will:

1. Observe employees performing tasks, especially at critical control points (CCPs) (receiving, storing, thawing, preparing, holding, cooling, reheating, and serving).
2. Establish appropriate verification inspection schedules.
3. Check CCP records.
4. Review critical limits to verify that they are adequate to control hazards.
5. Check monitoring records.
6. Check corrective action records to review deviations and their resolution.
7. Check process or finished product.
8. Check equipment calibration records.
9. Check accuracy of equipment that continuously monitors temperatures, such as freezers and refrigerators gauges.
10. Review the entire HACCP plan periodically.
11. Review hazard analysis and related CCPs.
12. Review written record of verification inspections.
13. Validate HACCP plan through on-site review and verification that SOPs are followed.
14. Review modifications of the HACCP plan.

Policy last revised on: _____