



School District: _____

Department: _____

Policy No: _____

Standard Operating Procedure

Record Keeping and Documentation

Policy: Records will be kept to document how food is handled during its flow through the foodservice department.

Procedure: Employees involved in the production or service of food must record information needed to document food handling using the following procedures:

1. Follow all standard operating procedures, which include record keeping and documentation.
2. Identify when procedures should be modified due to food safety concerns that have been noted.

The unit supervisor will:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a file of support documentation, such as employee training records.
3. Maintain a file of records during the operation of the plan:
 - a. List of HACCP team members and their duties.
 - b. Description of the food, its distribution, intended use, and consumers.
 - c. Standardized recipes.
 - d. Summary of hazard analysis and control measures.
 - e. Food process flow diagrams.
 - f. Steps that are Critical Control Points (CCPs).
 - g. Hazards of concern.
 - h. Critical limits at CCPs.
 - i. Monitoring procedures.
 - j. Corrective actions.
 - k. Verification procedures and schedule.
 - l. Record keeping procedures.
 - m. Documentation of adequacy of HACCP plan from HACCP expert.
 - n. Supplier certification records.
 - o. Processor audit records verifying compliance.
 - p. Calibration logs.
 - q. Temperature logs.
 - r. Monitoring logs.
4. Place records where they are accessible to employees who need to use them.
5. Designate employees to complete the records.

Policy last revised on: _____