

No Time To Train

Completing the HACCP Monitoring Forms

Lesson Participants: School Nutrition Assistants

Type of Lesson: Face-to-face training session

Objective: For food service assistants to be able to accurately complete the Monthly Food Safety Inspections and Daily Operations Assessment HACCP monitoring forms.

Materials Needed:

- Trainer's Script
- Monthly Food Safety Inspection Sheets (all 4)
- Daily Operation Assessment and Handsink Assessment Forms
- Pens and Pencils (one for each employee)



Trainer's Script:

Completing HACCP Forms

Introduction: (1 minute)

SAY: Over the next 10 minutes we will be going over how to correctly fill out the Daily Operation Assessment form and the Monthly Food Safety Inspection forms. HACCP forms are very important in safe food practices and procedures. They document the procedures followed to prevent the growth of bacteria and food borne illnesses.

Daily Operation Assessment Forms: (7 minutes)

SAY: First we will go over the daily operation assessment forms. These two forms must be completed every day, preferably in the morning before any food production starts for the day. Dates are pre-filled on each form. For days with no operation, place a line through the day. On days of operation all boxes must be recorded.

First place the initials of the employee conducting the monitoring. Next, we will complete the dish machine sanitizing box. First we will record the degrees of the water for the final rinse or the parts per million of the sanitizing solution if using a low temperature machine, depending on the type of machine that is used. Second, look at the pressure gauge on the dish machine and record the pressure in the box.

Next, is the dish sink set-up box. Here we will record the parts per million of the sanitizing solution in the third compartment of the dish sink set up. If the concentration is correct record the ppm, if not add more sanitizer to the third sink and record this in corrective action column.

The next box to be filled in is the wipe/spray sanitizer. In this box place the parts per million of the bucket or bottle sanitizing solution. If the concentration is correct record the ppm, if not add more sanitizer to the bottle or bucket and record this in corrective action column. The easiest way to make sure the ppm of the bottle or bucket sanitizer is correct is to fill it with the dish sink sanitizing solution that has been properly mixed.

The last box to fill out is the clean-up box. Under this box is trash, floors, and surfaces. At the end of each day the trash should be taken out, and the floors and surfaces should be cleaned. Once these tasks are completed a Y or yes should be placed in the box. If a task is not completed corrective action must be taken and recorded in the corrective action box for the day.

The other daily operation form to be completed is the Handwashing Assessment. All Handsinks with the potential for being included in the environmental health inspection report must be monitored. This includes the sinks in the Boy's/Girl's Restroom nearest Cafeteria and the Kitchen Handsinks. We record the water temperature and indicate if soap and paper towels are available; If available, mark "Y", if no, mark "N."

Monthly Food Safety Inspection – Week 1: (1 minute)

SAY: Next we will be going over the monthly food safety inspections. There are 5 of them and we will start with week one. On this form dry storage and hazard communications will be monitored. Read all the statements and complete the checklist. If no is checked for any box, corrective action must be taken, along with the date the corrective action is completed. Once the form is completed the responsible person should sign and date the form.

Monthly Food Safety Inspection – Week 2, 3 & 4 and Pest Control Inspection: (1 minute)

SAY: The next form should be completed in week two of the month. This form monitors refrigerated storage. This form will be completed the same way as the first week monitoring form. You will continue this process for monitoring forms week three and four and for the pest control checklist. Remember that these five forms must be completed each month, throughout the school year.

FOOD SAFETY AND HACCP TRAINING REPORT

(Complete this report and File in HACCP Section 2-9: Training)

TRAINING TITLE: **No Time To Train: Completing HACCP Monitoring Forms**

DATE: _____

LOCATION: _____

INSTRUCTOR: _____

Training Agenda/Outline is attached: **Yes** **No**

PARTICIPANT NAME	SCHOOL