

No Time To Teach

Assessing Compliance with the Commercial Kitchen HACCP Plan

Lesson Participants: School Nutrition Managers and Employees

Type of Lesson: Face-to-face teaching session

Objective: For School Nutrition Managers and Employees to determine if the Commercial Kitchen HACCP Plan templates and requirements are completed accurately.

Materials Needed:

- Presenter's Script
- HACCP Implementation Checklist
- The School HACCP Plan
- Pens or Pencils (one for each employee)
- Copies of continuing education certificate for each participant (see page 9 of this lesson)



Presenter's Script:

Assessing the HACCP Plan

Introduction: (1 minute)

SAY: Over the next 15 minutes we will be reviewing a HACCP Plan checklist to help determine if the school HACCP Plan is complete. It is important that all areas of the plan are accurately and completely executed. There are several parts and it may be easy to overlook some important information; therefore, you may use the attached checklist to determine if the plan is sufficiently implemented.

HACCP Plan Content: (4 minutes)

SAY: First we will review the parts of the HACCP Plan and next we will go over the Commercial Kitchen HACCP Checklist form. The Commercial Kitchen HACCP Plan is comprised of the following parts:

Part 1 contains reference and resource materials related to:

- Prerequisite Program Standards
- Safe Food Handling Procedures
- Corrective Action Requirements
- Allergen Facts

Part 2 contains the following assessment documents that are completed annually:

- Food Safety Team
- School Description
- Employee Health Policy
- Operation Assessment
- HACCP Verification

Part 3 contains monitoring forms for the following frequency:

- Daily
- Weekly
- Monthly
- As needed

Part 4 contains Continuing Education Information and Forms for Food Safety related to:

- Employee Health Policy
- Employee Food Safety Checklists
- Records of workshops, staff meetings, etc.

Part 5 contains information about Menus and Recipes that include:

- Menu Summaries for the recipe categories
 - TCS Foods – no cook
 - TCS Foods – Same Day Service
 - TCS Foods – Complex
 - Non-TCS Foods
- Menus
- Listing of Pre-prepared foods if applicable
- TPHC Procedures if applicable

HACCP Checklist (10 minutes)

DO: Pass out copies of the Commercial Kitchen HACCP Implementation Checklist (see following page).

SAY: Next we will look at the HACCP Implementation Checklist. This checklist is designed to help you review your HACCP Plan and determine if all sections are fully and accurately completed. Let's look at the first few lines of the checklist to become familiar with how to use it. (Note: Explain how to use the checklist and call attention to how the participants will use the checklist at their school to fully assess all section of the Plan.)

Take the HACCP Plan for your school and work in small groups to evaluate the first couple of items on the checklist. Make comments or notes about any sections that are well done. Also, note any corrective actions that may be needed for information and sections that are incomplete. This is a good start to evaluating your school's HACCP Plan. At your school, complete the checklist by looking at the entire plan and marking the checklist correctly. Make comments or notes about any sections that are well done. Also, note any corrective actions that may be needed for information and sections that are incomplete. Use the results of the checklist to improve your school's HACCP Plan.

Continuing Education Documentation:

DO: Complete the Continuing Education report at the end of this lesson, obtain participant signatures, and file in *HACCP Part 4: Continuing Education and Professional Development*.

Provide each participant with a copy of the certificate of completion attached to this lesson. Remind participants to update their professional development log as required by the School Nutrition Administrator so that compliance with the USDA Professional Standards Rule is adequately documented.

Commercial Kitchen HACCP Implementation Checklist

SFA/Site:	
Date(s) of On-site Review:	

Yes	No	N/A	Item	Comments/Corrective Action Needed
Part 1: HACCP Plan				
			The HACCP Plan including Parts 1, 2, 3, 4, and 5 are located in/near the manager's office and contain most recent version of the templates (or equivalent).	
			If Part 1 of the HACCP Plan is available only in electronic format, assess if the plan is current and if the manager and employees are able to access and use the HACCP Plan information with ease.	
Part 2: HACCP Plan Assessment				
			Food Safety Team is fully completed and inserted.	
			School Description is fully completed and inserted.	
			Operation Assessment of Prerequisite Programs and Safe Food Handling Procedures is fully completed and inserted.	
			Environmental Health inspections are available and inserted into the Operation Assessment.	
			Equipment Maintenance Schedule is inserted into Operation Assessment of Prerequisite Programs.	
			Cleaning Schedule is inserted into Operation Assessment of Prerequisite Programs.	
			HACCP Verification form for previous year is completed and filed.	

Part 3: Monitoring and Record Keeping

		Monitoring Summary is fully completed and included.	
		HACCP Monitoring sections of the Daily Meal Production Record are properly completed and filed.	
		Daily – Cooling Log is completed and filed for all hot TCS foods that will be saved for re-service.	
		Daily – Dry Storage Inspection is completed and filed.	
		Daily – Freezer Inspection is completed and filed. (Reach-in, Walk-in, and Ice Cream Freezers as applicable are monitored.)	
		Daily – Hot-holding Unit Inspection is completed and filed.	
		Daily – Hand sink Assessment for all employee hand sinks in the food establishment is completed and filed.	
		Daily – Kitchen Assessment is properly completed and filed.	
		Daily – Refrigerator Assessment is completed with cross-contamination check noted and filed. (Reach-in and Walk-in as applicable are monitored.)	
		Daily – Milk Box Assessment is completed with cross-contamination check noted and filed.	
		Monthly/Weekly inspections are completed and filed.	
		Monthly Pest Control Inspection is completed and filed.	

Part 4: Continuing Education and Professional Development

		Employee Health Policy Agreements are signed by all employees annually and filed.	
		Food Safety Checklist for New Employees is completed for all who began work during the current school year and filed . (Note if checklist is used as optional review for returning employees.)	
		Continuing Education Reports for all food safety teaching sessions for all employees are completed as required and filed.	
		Manager/Person in Charge (PIC) is a Certified Food Protection Manager (CFPM) which is indicated by passing an American National Standards Institute (ANSI) approved exam.	
		School Nutrition (SN) Employees are educated in food safety as required (4 hours every 3-5 years), or a plan for 4-hour food safety continuing education for SN employees is in place. (Refer to Prerequisite Programs for employee continuing education requirements.)	

Part 5: Menus and Recipes

		Menu Summary is properly completed and filed.	
		Menus and standardized quantity recipes/procedures for all menu items are available and used.	
		Preparation and/or cooking temperatures and CCPs are noted on recipes/procedures for Time-Temperature Controlled for Safety (TCS) foods.	
		List of Pre-prepared foods is completed and filed.	
		List of foods held using Time as a Public Health Control (TPHC) procedures is completed and filed.	

Other: Central Warehouse

			Does the district have a central warehouse used to store foods?	
			Does the Central Warehouse have a HACCP Plan? If yes, complete the HACCP checklist for the Central Warehouse. If no, require corrective action to implement a Central Warehouse HACCP plan.	

Comments:

Reviewer:

Name

Date

(Revised March 2015)

FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT

(Complete this report and File in HACCP Section: Continuing Education and Professional Development)

LESSON TITLE: No Time To Teach: Assessing the Commercial Kitchen HACCP Plan

DATE: _____

LOCATION: _____

INSTRUCTOR: _____

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

PARTICIPANT NAME	SCHOOL

Certificate of Participation

This is to certify that

completed the

School Nutrition Services

No Time to Teach Lesson:

**Assessing the Commercial Kitchen
HACCP Plan**

providing $\frac{1}{4}$ hour of continuing education
credit for the School Nutrition Area of
Food Safety and HACCP: 2610 HACCP

Signature of Presenter

Date