

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 training 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)

Note to Presenter:

At the end of the session, ask participants to sign the Continuing Education and Professional Development form at the end of this lesson. File the completed form in the HACCP Plan Part 4 Continuing Education and Professional Development.



Presenter's Script:

Assessing the HACCP Plan

Introduction: (1 minute)

SAY: Over the next 10 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 many sections and it may be easy to overlook some important parts; therefore, you may use the attached checklist to determine if the plan is sufficiently implemented.

HACCP Checklist: (4 minutes)

SAY: First we will review the sections 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 sections:

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 (5 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 when they return to 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. When you return to 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.

Commercial Kitchen HACCP Implementation Checklist

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

Yes	No	N/A	Item	Comments/Corrective Action Needed
			The HACCP Plan is located in/near the manager's office and contain most recent version of the templates (or equivalent).	
			Menu Summary is properly completed and filed in <i>Part 5 Menus and Recipes</i> .	
			Menus, standardized quantity recipes/procedures for all menu items available and filed in <i>Part 5 Menus and Recipes</i> in order of the description provided in the plan.	
			Cooking temperatures and Critical Control Points (CCPs) are noted on recipes/procedures for Time-Temperature Controlled for Safety (TCS) foods.	
			List of pre-prepared foods and Time as a Public Health Control (TPHC) procedures are completed and filed in <i>Part 5 Menus and Recipes</i> .	
			Food Safety Team is fully completed and filed.	
			School Description is fully completed and filed.	
			Operation Assessment is fully completed and filed.	
			Environmental Health inspections and Food Code Variances are available and filed with Operation Assessment.	
			Cleaning Schedules and Equipment Maintenance Schedules are in place and filed in Part 2: HACCP Plan Assessment.	
			Monitoring Summary is fully completed and filed.	
			HACCP Monitoring sections of the Production Plan are properly completed and filed.	

		Daily – Cooling Log is completed for all hot TCS foods that will be saved for re-service.	
		Daily – Kitchen Assessments are properly completed and filed (hand washing including student restrooms, dishwashing, sanitizing solutions, food temperatures, etc.).	
		Daily – Refrigerator Inspection is completed with cross-contamination check noted and filed.	
		Daily – Freezer Inspection is completed and filed.	
		Daily – Hot-holding Unit Inspection is completed and filed.	
		Daily – Dry Storage Inspection is completed and filed.	
		Monthly/Weekly inspections are completed and filed.	
		Monthly Pest Control Inspection is completed and filed.	
		Food Safety Checklist for New Employees is completed for all who began work during this school year and filed in Part 4 Continuing Education and Professional development. (Note if checklist is used as optional review for returning employees.)	
		Continuing Education Reports for all food safety sessions and signed copies of the Employee Health Policy are completed and filed in Part 4 Continuing Education and Professional development.	
		Manager/Person in Charge (PIC) is a certified Food Protection Manager (indicated by passing an American National Standards Institute (ANSI) approved exam).	
		School Nutrition Employees are taught food safety or a plan for 4-hour food safety course for SN employees is in place. (Refer to Part 1: Prerequisite Programs.)	
		HACCP Verification form for previous year is completed and filed in Part 2: HACCP Verification.	

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

Comments:

Reviewer:

Name

Date

(Revised 12/11/14)

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