

Food Safety Plan Review

School Year 20____ Date Completed _____

Instructions: Complete plan review for each preparation and serving location periodically, but at least annually, to reflect changes. Make updates and add new items where applicable. Include effective date on any modified items or forms. Keep with the food safety plan at each of the school food preparation and serving site.

Checklist for Review of Food Safety Plan

1. Check if there were there changes and note date of update to plan:

_____ Descriptions	Date Updated _____
_____ Equipment	Date Updated _____
_____ Listing of menu items categorized as process 1, 2, or 3	Date Updated _____
_____ Vendors	Date Updated _____
_____ Food Code	Date Updated _____
_____ USDA Regulations	Date Updated _____
_____ Recordkeeping Procedures	Date Updated _____
_____ Standard Operating Procedures	Date Updated _____
_____ Monitoring Procedures	Date Updated _____
_____ Monitoring Forms	Date Updated _____
_____ Recordkeeping Procedure	Date Updated _____
_____ Corrective Actions	Date Updated _____

2. Changes made for any additional programs or services? yes no

3. Were improvements suggested by environmental health specialist conducting the food safety inspections made in the plan? yes N/A no, not deemed necessary

4. What additional training is needed to support the food safety plan?

5. How will identified training needs be met?

Anticipated date for training: _____, 20__.

6. Does the person in charge at each site demonstrate knowledge of the plan? yes no

7. Changes were conveyed to all employees and volunteers? yes no

8. Name of person responsible for verifying that the required records and logs are accurately completed and properly maintained at this school preparation or serving site:

Completed by: _____

Name

Title