

# Food Safety Program Review Checklist

1. Documents to review
  - a. Standard Operating Procedures
  - b. Food Preparation Process Charts
  - c. Control Measures
  - d. Corrective Actions

2. Monitoring recordkeeping. Choose a random week from the previous four.

Type of Record (SOP, CCP, CA)	Monitoring Frequency and procedure (how often, by who)	Record Location (where is record kept?)

3. Who is responsible for verifying that the required records are being completed and properly maintained?
4. Describe the training that has been created to support the food safety program?
5. Do the managers and the staff demonstrate knowledge of the plan?
6. Have there been any changes to the menu or operation (new equipment)?
7. Was the plan modified because of these changes?