

# **FDA Procedures for Standardization of Retail Food Safety Inspection Officers**

**U.S. Public Health Service**



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## **Field Workbook**

*Updated to the 2013 FDA Food Code and  
The Supplement to the 2013 Food Code*

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**U.S. Department of Health and Human Services  
Public Health Service  
Food and Drug Administration  
College Park, MD 20740**

**Revised May 11, 2015**

## **Candidate Information**

**Candidate:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip code:** \_\_\_\_\_

**Candidate:** \_\_\_\_\_

**Inspections for Standardization:**

<b>Facility</b>	<b>City/State</b>	<b>Date</b>	<b>Standardizing Officer</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Initial Standardization**

**Re-Standardization**



## STANDARDIZATION EXERCISE SUMMARY AND CHECK SHEET

The standardization process requires field exercises to include eight (8) joint inspections of retail food establishments. Facilities selected for inspection must be comprised of high- and medium-risk facilities, to include one highly susceptible population facility, and one facility with an existing HACCP plan. (Complete Annex 2, Section 1 for each)

During at least one of the joint inspections, the Candidate will develop a mock Risk Control Plan with the person in Charge for a critical control point that is out of compliance. (Annex 3, Section 1).

During the joint inspection of a facility with an existing HACCP plan, the Candidate will conduct a verification of the HACCP plan and complete the HACCP Plan Verification Worksheet and the Verification Summary. (Annex 4, Section 1 and 2)

The Candidate shall complete a flow diagram, with the appropriate CCPs and critical limits for each of the three processes.

**Process 1:** Food prepared with no cook step - a ready-to-eat food that is stored, prepared and served such as green salad, tuna salad, coleslaw or Caesar salad dressing.

**Process 2:** Food prepared for same day service – food that is stored, prepared, cooked, and served such as hamburgers, hot vegetables, cooked eggs, and entrees for “special of the day”.

**Process 3:** Complex food preparation – food that is stored, prepared, cooked, cooled, reheated, hot held and served such as soups, sauces, large roasts, chili, taco filling and egg rolls.

<b>Exercise</b>	<b>Date</b>	<b>Facility</b>	<b>Standard</b>
HACCP Verification			
Risk Control Plan			
Flow Chart, Process 1			
Flow Chart, Process 2			
Flow Chart, Process 3			
Highly Susceptible Population Facility			



# FDA Standardization Workbook

## 2013 Food Code

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<sup>1</sup> Includes separate temperature recording chart, temperature recording table, HACCP flow chart, and inspection report for each establishment

## FDA CERTIFICATION NOMINATION FORM

**TO:** FDA REGIONAL FOOD AND DRUG DIRECTOR  
**FROM:**  
**SUBJECT:** REQUEST FOR FDA CERTIFICATION  
**DATE:**

### APPLICANT INFORMATION

<b>Candidate's Name:</b>		<b>Title:</b>		
<b>Office Telephone Number:</b>		<b>Home Telephone Number:</b>		
<b>Office Fax Number:</b>	<b>Office Email Address:</b>	<b>Agency:</b>		
<b>Office Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>

### BACKGROUND INFORMATION

<b>Length of Service With Agency:</b>

<b>Present Duties / Date Assigned:</b>

<b>Prior Retail Experience:</b>	<b>Dates:</b>

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<b>Formal Education/ Training Background:</b>

<b>Continuing Education:</b> (List hours of education with course titles/dates, within the last 2 years) Note: 20 contact hours minimum to qualify for nomination.

<b>Other Prerequisites Completed:</b>

**SUPERVISOR'S SIGNATURE** (Confirming request for nomination):

**NAME** (Print): \_\_\_\_\_

**NAME** (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**#1 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #1, Continued:**

# Temperature Recording Tables #1

## Cooling

Item	Time	Temp.	Location

## Cold Holding

Item	Time	Temp.	Location

## Hot Holding

Item	Time	Temp.	Location

## Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #1

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS

### Supervision

#### STATUS

1. **Person in charge present, demonstrates knowledge, and performs duties**
- IN OUT      A. Assignment – PIC
- IN OUT      B. Demonstration
- IN OUT      C. Duties of PIC
- IN OUT  
NA            2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

### Employee Health

- IN OUT      3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**
- IN OUT      4. **Proper use of restriction and exclusion and reporting**
- IN OUT      5. **Clean-up of Vomiting and Diarrheal Events**

### Good Hygienic Practices

- IN OUT  
NO            6. **Proper eating, tasting, drinking, or tobacco use**
- IN OUT  
NO            7. **No discharge from eyes, nose, and mouth**

### Preventing Contamination by Hands

- IN OUT  
NO            8. **Hands clean & properly washed**
- IN OUT  
NA NO        9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**
10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT      A. Adequate handwashing sinks conveniently located and accessible for employees
- IN OUT      B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

### Approved Source

#### **11. Food obtained from approved source**

**IN OUT**

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

**IN OUT  
NA NO**

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

**IN OUT  
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT  
NA NO**

#### **12. Food received at proper temperature**

**IN OUT**

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

**IN OUT  
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT  
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

**IN OUT  
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT  
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

**IN OUT**

C. Food protected from environmental contamination

**IN OUT  
NA**

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

**IN OUT**

A. After being served or sold to a consumer, food is not reserved

**IN OUT**

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT**  
**NA NO**
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT**  
**NA NO**
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT**  
**NA NO**
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT**  
**NA NO**
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT**  
**NA NO**
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT**  
**NA**
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT**  
**NA NO**
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**  
**NA NO**
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT**  
**NA NO**
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT**  
**NA**
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score: Number of disagreements for Intervention/Risk Factors \_\_\_\_\_**

## GOOD RETAIL PRACTICES (GRPs)

### Safe Food and Water

- IN OUT  
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT  
NA
32. Variance obtained for specialized processing methods

### Food Temperature Control

- IN OUT
33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT  
NA NO
34. Plant food properly cooked for hot holding
- IN OUT  
NA NO
35. Approved thawing methods used
- IN OUT
36. Thermometers provided & accurate

### Food Identification

- IN OUT
37. Food properly labeled; original container

### Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

Score:      Number of disagreements for Good Retail Practices \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

**Notes continued:**

**#2 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #2, Continued:**

## Temperature Recording Tables #2

### Cooling

Item	Time	Temp.	Location

### Cold Holding

Item	Time	Temp.	Location

### Hot Holding

Item	Time	Temp.	Location

### Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #2

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS

### Supervision

#### STATUS

1. **Person in charge present, demonstrates knowledge, and performs duties**
- IN OUT      A. Assignment – PIC
- IN OUT      B. Demonstration
- IN OUT      C. Duties of PIC
- IN OUT  
NA            2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

### Employee Health

- IN OUT      3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**
- IN OUT      4. **Proper use of restriction and exclusion and reporting**
- IN OUT      5. **Clean-up of Vomiting and Diarrheal Events**

### Good Hygienic Practices

- IN OUT  
NO            6. **Proper eating, tasting, drinking, or tobacco use**
- IN OUT  
NO            7. **No discharge from eyes, nose, and mouth**

### Preventing Contamination by Hands

- IN OUT  
NO            8. **Hands clean & properly washed**
- IN OUT  
NA NO        9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**
10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT      A. Adequate handwashing sinks conveniently located and accessible for employees
- IN OUT      B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

**Approved Source**

**11. Food obtained from approved source**

**IN OUT**

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

**IN OUT  
NA NO**

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

**IN OUT  
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT  
NA NO**

**12. Food received at proper temperature**

**IN OUT**

**13. Food in good condition, safe, and unadulterated**

**14. Required records available: shellstock tags, parasite destruction**

**IN OUT  
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT  
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

**Protection from Contamination**

**15. Food separated and protected**

**IN OUT  
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT  
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

**IN OUT**

C. Food protected from environmental contamination

**IN OUT  
NA**

**16. Food-contact surfaces: cleaned and sanitized**

**17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

**IN OUT**

A. After being served or sold to a consumer, food is not reserved

**IN OUT**

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT**  
**NA NO**
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT**  
**NA NO**
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT**  
**NA NO**
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT**  
**NA NO**
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT**  
**NA NO**
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT**  
**NA**
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT**  
**NA NO**
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**  
**NA NO**
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT**  
**NA NO**
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT**  
**NA**
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score:    Number of disagreements for Intervention/Risk Factors    \_\_\_\_\_**

## GOOD RETAIL PRACTICES (GRPs)

### Safe Food and Water

- IN OUT  
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT  
NA
32. Variance obtained for specialized processing methods

### Food Temperature Control

- IN OUT
33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT  
NA NO
34. Plant food properly cooked for hot holding
- IN OUT  
NA NO
35. Approved thawing methods used
- IN OUT
36. Thermometers provided & accurate

### Food Identification

- IN OUT
37. Food properly labeled; original container

### Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

**Score:**      **Number of disagreements for Good Retail Practices**      \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

**Notes continued:**

**#3 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #3, Continued:**

# Temperature Recording Tables #3

## Cooling

Item	Time	Temp.	Location

## Cold Holding

Item	Time	Temp.	Location

## Hot Holding

Item	Time	Temp.	Location

## Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #3

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND FOOD CODE INTERVENTIONS

### Supervision

#### STATUS

- |              |   |
|--------------|---|
|              | <b>1. Person in charge present, demonstrates knowledge, and performs duties</b>                     |
| IN OUT       | A. Assignment – PIC   |
| IN OUT       | B. Demonstration  |
| IN OUT       | C. Duties of PIC  |
| IN OUT<br>NA | <b>2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager</b> |

### Employee Health

- |        |   |
|--------|---|
| IN OUT | <b>3. Management, food employee and conditional employee; Knowledge, responsibilities and reporting</b> |
| IN OUT | <b>4. Proper use of restriction and exclusion and reporting</b>   |
| IN OUT | <b>5. Clean-up of Vomiting and Diarrheal Events</b>   |

### Good Hygienic Practices

- |              |  |
|--------------|--|
| IN OUT<br>NO | <b>6. Proper eating, tasting, drinking, or tobacco use</b> |
| IN OUT<br>NO | <b>7. No discharge from eyes, nose, and mouth</b>          |

### Preventing Contamination by Hands

- |                 |   |
|-----------------|---|
| IN OUT<br>NO    | <b>8. Hands clean &amp; properly washed</b>   |
| IN OUT<br>NA NO | <b>9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed</b> |
|                 | <b>10. Adequate handwashing sinks properly supplied and accessible</b>                                  |
| IN OUT          | A. Adequate handwashing sinks conveniently located and accessible for employees                         |
| IN OUT          | B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage            |

### Approved Source

#### **11. Food obtained from approved source**

IN OUT

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT  
NA NO

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

IN OUT  
NA NO

C. Game animals and wild mushrooms approved by regulatory authority

IN OUT  
NA NO

#### **12. Food received at proper temperature**

IN OUT

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

IN OUT  
NA NO

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT  
NA NO

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

IN OUT  
NA NO

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT  
NA NO

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

IN OUT  
NA

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

IN OUT

A. After being served or sold to a consumer, food is not reserved

IN OUT

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT  
NA NO
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT  
NA NO
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT  
NA NO
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT  
NA NO
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT  
NA NO
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT  
NA NO
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT  
NA NO
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT  
NA NO
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT  
NA
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT  
NA NO
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT  
NA NO
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT  
NA NO
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT  
NA NO
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT  
NA
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score:    Number of disagreements for Intervention/Risk Factors    \_\_\_\_\_**

## GOOD RETAIL PRACTICES (GRPs)

### Safe Food and Water

- IN OUT  
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT  
NA
32. Variance obtained for specialized processing methods

### Food Temperature Control

- IN OUT
33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT  
NA NO
34. Plant food properly cooked for hot holding
- IN OUT  
NA NO
35. Approved thawing methods used
- IN OUT
36. Thermometers provided & accurate

### Food Identification

- IN OUT
37. Food properly labeled; original container

### Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

**Score:**      **Number of disagreements for Good Retail Practices**      \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

**Notes continued:**

**#4 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #4, Continued:**

## Temperature Recording Tables #4

### Cooling

Item	Time	Temp.	Location

### Cold Holding

Item	Time	Temp.	Location

### Hot Holding

Item	Time	Temp.	Location

### Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #4

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS

### Supervision

#### STATUS

1. **Person in charge present, demonstrates knowledge, and performs duties**
- IN OUT      A. Assignment – PIC
- IN OUT      B. Demonstration
- IN OUT      C. Duties of PIC
- IN OUT  
NA            2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

### Employee Health

- IN OUT      3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**
- IN OUT      4. **Proper use of restriction and exclusion and reporting**
- IN OUT      5. **Clean-up of Vomiting and Diarrheal Events**

### Good Hygienic Practices

- IN OUT  
NO            6. **Proper eating, tasting, drinking, or tobacco use**
- IN OUT  
NO            7. **No discharge from eyes, nose, and mouth**

### Preventing Contamination by Hands

- IN OUT  
NO            8. **Hands clean & properly washed**
- IN OUT  
NA NO        9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**
10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT      A. Adequate handwashing sinks conveniently located and accessible for employees
- IN OUT      B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

### Approved Source

#### **11. Food obtained from approved source**

**IN OUT**

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

**IN OUT  
NA NO**

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

**IN OUT  
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT  
NA NO**

#### **12. Food received at proper temperature**

**IN OUT**

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

**IN OUT  
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT  
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

**IN OUT  
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT  
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

**IN OUT**

C. Food protected from environmental contamination

**IN OUT  
NA**

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

**IN OUT**

A. After being served or sold to a consumer, food is not reserved

**IN OUT**

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT**  
**NA NO**
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT**  
**NA NO**
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT**  
**NA NO**
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT**  
**NA NO**
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT**  
**NA NO**
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT**  
**NA**
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT**  
**NA NO**
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**  
**NA NO**
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT**  
**NA NO**
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT**  
**NA**
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score:    Number of disagreements for Intervention/Risk Factors    \_\_\_\_\_**

## **GOOD RETAIL PRACTICES (GRPs)**

### **Safe Food and Water**

- IN OUT  
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT  
NA
32. Variance obtained for specialized processing methods

### **Food Temperature Control**

- IN OUT
33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT  
NA NO
34. Plant food properly cooked for hot holding
- IN OUT  
NA NO
35. Approved thawing methods used
- IN OUT
36. Thermometers provided & accurate

### **Food Identification**

- IN OUT
37. Food properly labeled; original container

### **Prevention of Food Contamination**

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

Score:      Number of disagreements for Good Retail Practices \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

**Notes continued:**

**#5 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #5, Continued:**

# Temperature Recording Tables #5

## Cooling

Item	Time	Temp.	Location

## Cold Holding

Item	Time	Temp.	Location

## Hot Holding

Item	Time	Temp.	Location

## Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #5

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS

### Supervision

#### STATUS

- |              |   |
|--------------|---|
|              | <b>1. Person in charge present, demonstrates knowledge, and performs duties</b>                     |
| IN OUT       | A. Assignment – PIC   |
| IN OUT       | B. Demonstration  |
| IN OUT       | C. Duties of PIC  |
| IN OUT<br>NA | <b>2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager</b> |

### Employee Health

- |        |   |
|--------|---|
| IN OUT | <b>3. Management, food employee and conditional employee; Knowledge, responsibilities and reporting</b> |
| IN OUT | <b>4. Proper use of restriction and exclusion and reporting</b>   |
| IN OUT | <b>5. Clean-up of Vomiting and Diarrheal Events</b>   |

### Good Hygienic Practices

- |              |  |
|--------------|--|
| IN OUT<br>NO | <b>6. Proper eating, tasting, drinking, or tobacco use</b> |
| IN OUT<br>NO | <b>7. No discharge from eyes, nose, and mouth</b>          |

### Preventing Contamination by Hands

- |                 |   |
|-----------------|---|
| IN OUT<br>NO    | <b>8. Hands clean &amp; properly washed</b>   |
| IN OUT<br>NA NO | <b>9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed</b> |
|                 | <b>10. Adequate handwashing sinks properly supplied and accessible</b>                                  |
| IN OUT          | A. Adequate handwashing sinks conveniently located and accessible for employees                         |
| IN OUT          | B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage            |

### Approved Source

#### **11. Food obtained from approved source**

**IN OUT**

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

**IN OUT  
NA NO**

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

**IN OUT  
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT  
NA NO**

#### **12. Food received at proper temperature**

**IN OUT**

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

**IN OUT  
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT  
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

**IN OUT  
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT  
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

**IN OUT**

C. Food protected from environmental contamination

**IN OUT  
NA**

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

**IN OUT**

A. After being served or sold to a consumer, food is not reserved

**IN OUT**

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT**  
**NA NO**
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT**  
**NA NO**
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT**  
**NA NO**
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT**  
**NA NO**
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT**  
**NA NO**
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT**  
**NA**
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT**  
**NA NO**
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**  
**NA NO**
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT**  
**NA NO**
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT**  
**NA**
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score: Number of disagreements for Intervention/Risk Factors \_\_\_\_\_**

## GOOD RETAIL PRACTICES (GRPs)

### Safe Food and Water

- |              |  |
|--------------|--|
| IN OUT<br>NA | 30. Pasteurized eggs used where required                 |
| IN OUT       | 31. Water and ice from approved source                   |
| IN OUT<br>NA | 32. Variance obtained for specialized processing methods |

### Food Temperature Control

- |                 |   |
|-----------------|---|
| IN OUT          | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT<br>NA NO | 34. Plant food properly cooked for hot holding                              |
| IN OUT<br>NA NO | 35. Approved thawing methods used   |
| IN OUT          | 36. Thermometers provided & accurate  |

### Food Identification

- |        |   |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

### Prevention of Food Contamination

- |        |  |
|--------|--|
| IN OUT | 38. Insects, rodents, & animals not present                            |
| IN OUT | 39. Contamination prevented during food preparation, storage & display |
| IN OUT | 40. Personal cleanliness   |
| IN OUT | 41. Wiping cloths: properly used & stored                              |
| IN OUT | 42. Washing fruits & vegetables  |

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

**Score:**      **Number of disagreements for Good Retail Practices** \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

**Notes continued:**

**#6 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #6, Continued:**

## Temperature Recording Tables #6

### Cooling

Item	Time	Temp.	Location

### Cold Holding

Item	Time	Temp.	Location

### Hot Holding

Item	Time	Temp.	Location

### Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #6

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS

### Supervision

#### STATUS

1. **Person in charge present, demonstrates knowledge, and performs duties**
- IN OUT      A. Assignment – PIC
- IN OUT      B. Demonstration
- IN OUT      C. Duties of PIC
- IN OUT  
NA            2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

### Employee Health

- IN OUT      3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**
- IN OUT      4. **Proper use of restriction and exclusion and reporting**
- IN OUT      5. **Clean-up of Vomiting and Diarrheal Events**

### Good Hygienic Practices

- IN OUT  
NO            6. **Proper eating, tasting, drinking, or tobacco use**
- IN OUT  
NO            7. **No discharge from eyes, nose, and mouth**

### Preventing Contamination by Hands

- IN OUT  
NO            8. **Hands clean & properly washed**
- IN OUT  
NA NO        9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**
10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT      A. Adequate handwashing sinks conveniently located and accessible for employees
- IN OUT      B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

### Approved Source

#### **11. Food obtained from approved source**

**IN OUT**

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

**IN OUT  
NA NO**

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

**IN OUT  
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT  
NA NO**

#### **12. Food received at proper temperature**

**IN OUT**

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

**IN OUT  
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT  
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

**IN OUT  
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT  
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

**IN OUT**

C. Food protected from environmental contamination

**IN OUT  
NA**

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

**IN OUT**

A. After being served or sold to a consumer, food is not reserved

**IN OUT**

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT**  
**NA NO**
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT**  
**NA NO**
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT**  
**NA NO**
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT**  
**NA NO**
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT**  
**NA NO**
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT**  
**NA**
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT**  
**NA NO**
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**  
**NA NO**
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT**  
**NA NO**
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT**  
**NA**
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score:    Number of disagreements for Intervention/Risk Factors    \_\_\_\_\_**

## **GOOD RETAIL PRACTICES (GRPs)**

### **Safe Food and Water**

- |              |  |
|--------------|--|
| IN OUT<br>NA | 30. Pasteurized eggs used where required                 |
| IN OUT       | 31. Water and ice from approved source                   |
| IN OUT<br>NA | 32. Variance obtained for specialized processing methods |

### **Food Temperature Control**

- |                 |   |
|-----------------|---|
| IN OUT          | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT<br>NA NO | 34. Plant food properly cooked for hot holding                              |
| IN OUT<br>NA NO | 35. Approved thawing methods used   |
| IN OUT          | 36. Thermometers provided & accurate  |

### **Food Identification**

- |        |   |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

### **Prevention of Food Contamination**

- |        |  |
|--------|--|
| IN OUT | 38. Insects, rodents, & animals not present                            |
| IN OUT | 39. Contamination prevented during food preparation, storage & display |
| IN OUT | 40. Personal cleanliness   |
| IN OUT | 41. Wiping cloths: properly used & stored                              |
| IN OUT | 42. Washing fruits & vegetables  |

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

**Score:**      **Number of disagreements for Good Retail Practices**      \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
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Notes:

Notes continued on next page

**Notes continued:**

**#7 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #7, Continued:**

## Temperature Recording Tables #7

### Cooling

Item	Time	Temp.	Location

### Cold Holding

Item	Time	Temp.	Location

### Hot Holding

Item	Time	Temp.	Location

### Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #7

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS

### Supervision

#### STATUS

1. **Person in charge present, demonstrates knowledge, and performs duties**
- IN OUT      A. Assignment – PIC
- IN OUT      B. Demonstration
- IN OUT      C. Duties of PIC
- IN OUT  
NA            2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

### Employee Health

- IN OUT      3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**
- IN OUT      4. **Proper use of restriction and exclusion and reporting**
- IN OUT      5. **Clean-up of Vomiting and Diarrheal Events**

### Good Hygienic Practices

- IN OUT  
NO            6. **Proper eating, tasting, drinking, or tobacco use**
- IN OUT  
NO            7. **No discharge from eyes, nose, and mouth**

### Preventing Contamination by Hands

- IN OUT  
NO            8. **Hands clean & properly washed**
- IN OUT  
NA NO        9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**
10. **Adequate handwashing sinks properly supplied and accessible**
- IN OUT      A. Adequate handwashing sinks conveniently located and accessible for employees
- IN OUT      B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

### Approved Source

#### **11. Food obtained from approved source**

IN OUT

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT  
NA NO

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

IN OUT  
NA NO

C. Game animals and wild mushrooms approved by regulatory authority

IN OUT  
NA NO

#### **12. Food received at proper temperature**

IN OUT

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

IN OUT  
NA NO

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT  
NA NO

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

IN OUT  
NA NO

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT  
NA NO

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

IN OUT  
NA

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

IN OUT

A. After being served or sold to a consumer, food is not reserved

IN OUT

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

**Time/Temperature Control for Safety(TCS Food)**

**18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

**19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

B. Food reheated to 74°C (165°F) or above in microwave for hot holding

- IN OUT**  
**NA NO**
- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- IN OUT**  
**NA NO**
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters
- 20. Proper cooling time & temperatures**
- IN OUT**  
**NA NO**
- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours
- IN OUT**  
**NA NO**
- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours
- IN OUT**  
**NA NO**
- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)
- 21. Proper hot holding temperatures**
- IN OUT**  
**NA NO**
- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Whole meat roasts held at a temperature of 54°C (130°F) or above
- 22. Proper cold holding temperatures**
- IN OUT**  
**NA**
- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT**  
**NA NO**
- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature
- 23. Proper date marking & disposition**
- IN OUT**  
**NA NO**
- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**  
**NA NO**
- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days
- IN OUT**  
**NA NO**
- 24. Time as a public health control: procedures & records**
- Consumer Advisory**
- IN OUT**  
**NA**
- 25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score: Number of disagreements for Intervention/Risk Factors \_\_\_\_\_**

## GOOD RETAIL PRACTICES (GRPs)

### Safe Food and Water

- IN OUT  
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT  
NA
32. Variance obtained for specialized processing methods

### Food Temperature Control

- IN OUT
33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT  
NA NO
34. Plant food properly cooked for hot holding
- IN OUT  
NA NO
35. Approved thawing methods used
- IN OUT
36. Thermometers provided & accurate

### Food Identification

- IN OUT
37. Food properly labeled; original container

### Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

Score:      Number of disagreements for Good Retail Practices \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
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Notes:

Notes continued on next page

**Notes continued:**

**#8 Establishment Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP plan?

**Notes:**

Notes continued on next page

**Notes: Establishment #8, Continued:**

## Temperature Recording Tables #8

### Cooling

Item	Time	Temp.	Location

### Cold Holding

Item	Time	Temp.	Location

### Hot Holding

Item	Time	Temp.	Location

### Cooking

Item	Time	Temp.	Location



## FDA STANDARDIZATION INSPECTION REPORT #8

Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standard's Name:	Person Completing Form: (circle one) Candidate OR Standard	

### Foodborne Illness Risk Factors

Food from Unsafe Sources  
 Improper Holding Temperatures  
 Poor Personal Hygiene  
 Inadequate Cooking Temperatures  
 Contaminated Equipment/ Cross-Contamination

### *Food Code* Interventions

Demonstration of Knowledge  
 Hands as a Vehicle of Contamination  
 Employee Health  
 Time/Temperature Relationships  
 Consumer Advisory

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance  
 OUT – Item found out of compliance

NO – Not observed  
 NA – Not applicable

The Standard may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

### ABBREVIATIONS

“**CCP**” means Critical Control Point  
 “**CL**” means Critical Limit  
 “**GRP**” means Good Retail Practice  
 “**HACCP**” means Hazard Analysis and Critical Control Point  
 “**HSP**” means Highly Susceptible Population  
 “**ICSSL**” means Interstate Certified Shellfish Shippers List  
 “**TCS Food**” means Time/Temperature Control for Safety Food  
 “**RTE**” means Ready-to-Eat

## **FOODBORNE ILLNESS RISK FACTORS AND *FOOD CODE* INTERVENTIONS**

### **Supervision**

#### **STATUS**

**1. Person in charge present, demonstrates knowledge, and performs duties**

**IN OUT** A. Assignment – PIC

**IN OUT** B. Demonstration

**IN OUT** C. Duties of PIC

**IN OUT** **2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**  
**NA**

### **Employee Health**

**IN OUT** **3. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

**IN OUT** **4. Proper use of restriction and exclusion and reporting**

**IN OUT** **5. Clean-up of Vomiting and Diarrheal Events**

### **Good Hygienic Practices**

**IN OUT** **6. Proper eating, tasting, drinking, or tobacco use**  
**NO**

**IN OUT** **7. No discharge from eyes, nose, and mouth**  
**NO**

### **Preventing Contamination by Hands**

**IN OUT** **8. Hands clean & properly washed**  
**NO**

**IN OUT** **9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**  
**NA NO**

**10. Adequate handwashing sinks properly supplied and accessible**

**IN OUT** A. Adequate handwashing sinks conveniently located and accessible for employees

**IN OUT** B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

### Approved Source

#### **11. Food obtained from approved source**

IN OUT

A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

IN OUT  
NA NO

B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority

IN OUT  
NA NO

C. Game animals and wild mushrooms approved by regulatory authority

IN OUT  
NA NO

#### **12. Food received at proper temperature**

IN OUT

#### **13. Food in good condition, safe, and unadulterated**

#### **14. Required records available: shellstock tags, parasite destruction**

IN OUT  
NA NO

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT  
NA NO

B. Shellstock tags maintained for 90 days in chronological order

### Protection from Contamination

#### **15. Food separated and protected**

IN OUT  
NA NO

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT  
NA NO

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

IN OUT  
NA

#### **16. Food-contact surfaces: cleaned and sanitized**

#### **17. Proper disposition of returned, previously served, reconditioned, and unsafe food**

IN OUT

A. After being served or sold to a consumer, food is not reserved

IN OUT

B. Discarding or reconditioning unsafe, adulterated, or contaminated Food

## Time/Temperature Control for Safety(TCS Food)

### **18. Proper cooking time & temperatures**

**IN OUT  
NA NO**

- A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

- B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

- C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart

**IN OUT  
NA NO**

- D. Ratites and injected meats or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

**IN OUT  
NA NO**

- E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

- F. Wild game animals cooked to 74°C (165°F) for 15 seconds

**IN OUT  
NA NO**

- G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces.

**IN OUT  
NA NO**

- H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

**IN OUT  
NA NO**

- I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

**IN OUT  
NA NO**

- J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food.

### **19. Proper reheating procedures for hot holding**

**IN OUT  
NA NO**

- A. TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 seconds for hot holding

**IN OUT  
NA NO**

- B. Food reheated to 74°C (165°F) or above in microwave for hot holding

**IN OUT  
NA NO**

- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding

IN OUT  
NA NO

- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters

**20. Proper cooling time & temperatures**

IN OUT  
NA NO

- A. Cooked TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 5°C (41°F) or below in hours

IN OUT  
NA NO

- B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 5°C (41°F) or below in 4 hours

IN OUT  
NA NO

- C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours

IN OUT  
NA NO

- D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

**21. Proper hot holding temperatures**

IN OUT  
NA NO

- A. TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling, or when time is used as a public health control

IN OUT  
NA NO

- B. Whole meat roasts held at a temperature of 54°C (130°F) or above

**22. Proper cold holding temperatures**

IN OUT  
NA

- A. TCS Food maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control

IN OUT  
NA NO

- B. Untreated raw eggs stored in 7°C (45°F) ambient air temperature

**23. Proper date marking & disposition**

IN OUT  
NA NO

- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT  
NA NO

- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT  
NA NO

**24. Time as a public health control: procedures & records**

**Consumer Advisory**

IN OUT  
NA

**25. Consumer advisory provided for raw or undercooked animal foods**

**Highly Susceptible Populations**

**26. Pasteurized foods used; prohibited foods not offered**

IN OUT  
NA

A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

IN OUT  
NA

B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

IN OUT  
NA

C. Raw or partially cooked animal food and raw seed sprouts not served

IN OUT  
NA

D. Foods not re-served under certain conditions

**Chemical**

IN OUT  
NA

**27. Food additives: approved and properly used**

**28. Toxic substances properly identified, stored, and used**

IN OUT

A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

IN OUT  
NA

B. Poisonous or toxic materials held for retail sale properly stored

**Conformance with Approved Procedures**

**29. Compliance with variance, specialized process, ROP Criteria & HACCP plan**

IN OUT  
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT  
NA

B. Operating in accordance with approved variance and/or HACCP plan as required

IN OUT  
NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Food Code

**Score: Number of disagreements for Intervention/Risk Factors \_\_\_\_\_**

## GOOD RETAIL PRACTICES (GRPs)

### Safe Food and Water

- IN OUT  
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT  
NA
32. Variance obtained for specialized processing methods

### Food Temperature Control

- IN OUT
33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT  
NA NO
34. Plant food properly cooked for hot holding
- IN OUT  
NA NO
35. Approved thawing methods used
- IN OUT
36. Thermometers provided & accurate

### Food Identification

- IN OUT
37. Food properly labeled; original container

### Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

**Proper Use of Utensils**

- IN OUT      43. In-use utensils: properly stored
- IN OUT      44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT      45. Single-use/single-service articles: properly stored & used
- IN OUT      46. Slash-resistant and cloth gloves used properly

**Utensils, Equipment and Vending**

- IN OUT      47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT      48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT      49. Non-food contact surfaces clean

**Physical Facilities**

- IN OUT      50. Hot & cold water available; adequate pressure
- IN OUT      51. Plumbing installed; proper backflow devices
- IN OUT      52. Sewage & waste water properly disposed
- IN OUT      53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT      54. Garbage & refuse properly disposed; facilities maintained
- IN OUT      55. Physical facilities installed, maintained, & clean
- IN OUT      56. Adequate ventilation & lighting; designated areas used

Score:      Number of disagreements for Good Retail Practices      \_\_\_\_\_



Product/Food: \_\_\_\_\_

Description:

Ingredients:	Preparation Steps:
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**Notes:**

Notes continued on next page

**Notes continued:**

<b>Risk Control Plan</b>					
<b>Establishment Name:</b>			<b>Type of Facility:</b>		
<b>Physical Address:</b>			<b>Person in Charge:</b>		
<b>City:</b>	<b>State:</b>		<b>Zip:</b>	<b>County:</b>	
<b>Inspection Time In:</b>	<b>Inspection Time Out:</b>	<b>Date:</b>		<b>Inspector's Name:</b>	
<b>Agency:</b>					

**Specific observation noted during inspection:**

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**Applicable code violation(s): - (Optional)**

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**Risk factor to be controlled:**

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**Hazard (most common, significant):**

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**What must be achieved to gain compliance in the future:**

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**How will active managerial control be achieved:**

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue)

**How will the results of implementing the RCP be communicated back to the inspector:**

As the person in charge of the \_\_\_\_\_ located at \_\_\_\_\_, I have voluntarily developed this risk control plan, in consultation with \_\_\_\_\_ and understand the provisions of this plan.

\_\_\_\_\_  
(Establishment Manager)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Regulatory Official)

\_\_\_\_\_  
(Date)

<b>Risk Control Plan</b>					
<b>Establishment Name:</b>			<b>Type of Facility:</b>		
<b>Physical Address:</b>			<b>Person in Charge:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>County:</b>		
<b>Inspection Time In:</b>	<b>Inspection Time Out:</b>	<b>Date:</b>		<b>Inspector's Name:</b>	
<b>Agency:</b>					

**Specific observation noted during inspection:**

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**Applicable code violation(s): - (Optional)**

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**Risk factor to be controlled:**

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**Hazard (most common, significant):**

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**What must be achieved to gain compliance in the future:**

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**How will active managerial control be achieved:**

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue)

**How will the results of implementing the RCP be communicated back to the inspector:**

As the person in charge of the \_\_\_\_\_ located at \_\_\_\_\_, I have voluntarily developed this risk control plan, in consultation with \_\_\_\_\_ and understand the provisions of this plan.

\_\_\_\_\_  
(Establishment Manager)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Regulatory Official)

\_\_\_\_\_  
(Date)

<b>Risk Control Plan</b>					
<b>Establishment Name:</b>			<b>Type of Facility:</b>		
<b>Physical Address:</b>			<b>Person in Charge:</b>		
<b>City:</b>	<b>State:</b>		<b>Zip:</b>	<b>County:</b>	
<b>Inspection Time In:</b>	<b>Inspection Time Out:</b>	<b>Date:</b>		<b>Inspector's Name:</b>	
<b>Agency:</b>					

**Specific observation noted during inspection:**

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**Applicable code violation(s): - (Optional)**

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**Risk factor to be controlled:**

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**Hazard (most common, significant):**

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**What must be achieved to gain compliance in the future:**

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**How will active managerial control be achieved:**

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue)

**How will the results of implementing the RCP be communicated back to the inspector:**

As the person in charge of the \_\_\_\_\_ located at \_\_\_\_\_, I have voluntarily developed this risk control plan, in consultation with \_\_\_\_\_ and understand the provisions of this plan.

\_\_\_\_\_  
(Establishment Manager)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Regulatory Official)

\_\_\_\_\_  
(Date)

# HACCP PLAN VERIFICATION WORKSHEET

(Note: This document is for optional use only, and is not a requirement for the Standardization Procedure)

Establishment Name:			Type of Facility:		
Physical Address:			Person in Charge:		
City:		State:	Zip:	County:	
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:		
Agency:	Standard's Name:		Indicate Person Filling Out Form: (circle one) Candidate's Form / Standard's Form		
Cold Holding Requirement For Jurisdiction: [5°C (41°F) _____] or [7°C (45°F) _____] or [5°C (41°F) and 7°C (45°F) combination: _____]					

1. Have there been any changes to the food establishment menu?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Was there a need to change the food establishment HACCP plan because of these menu changes?  
Yes \_\_\_\_\_ No \_\_\_\_\_

3. List Critical Control Points (CCPs) and Critical Limits (CLs) identified by the establishment HACCP plan?

CCPs	CLs
_____	_____
_____	_____
_____	_____
_____	_____

4. What monitoring records for CCPs are required by the plan?

Type of Record	Monitoring Frequency	Record Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Record compliance under 29B of the *FDA Standardization Inspection Report* (ANNEX 2, Section 1).  
Are monitoring actions performed according to the plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe under 29B of the *FDA Standardization Inspection Report*.

6. Is immediate corrective action taken and recorded when CLs established by the plan are not met?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are the corrective actions the same as described in the plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Who is responsible for verification that the required records are being properly maintained?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Did employees and managers demonstrate knowledge of the HACCP plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. What training has been provided to support the HACCP plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Describe examples of any documentation that the above training was accomplished?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are calibrations of equipment/thermometers performed as required by the plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Interviewed: \_\_\_\_\_

# HACCP PLAN VERIFICATION SUMMARY

(For Subparagraph 3-302 (B)(3))

Establishment Name:			Type of Facility:		
Physical Address:			Person in Charge:		
City:		State:		Zip:	County:
Insp. Time In:	Insp. Time Out:	Date:	Candidate's Name:		
Agency:		Standard's Name:		Indicate Person Filling Out Form: (circle one) Candidate's Form / Standard's Form	

<b>Chart 2: HACCP Plan Verification Summary</b>			
<b>HACCP Plan Verification Summary (circle YES or NO)</b>			
	<b>Record #1</b>	<b>Record #2</b>	<b>Record #3</b>
	<b>Current Date if Possible</b>	<b>2<sup>nd</sup> Selected Date:</b>	<b>3<sup>rd</sup> Selected Date:</b>
Required Monitoring Recorded <sup>1</sup>	YES/ NO	YES / NO	YES / NO
Accurate and Consistent <sup>2</sup>	YES / NO	YES / NO	YES /NO
Corrective Action Documented <sup>3</sup>	YES / NO	YES / NO	YES/ NO
Total # of record answers that are in Disagreement with the Standard = _____			
(This box for Completion by Standard only)			

The use of a HACCP plan by a food establishment can be verified through a review of food establishment records and investigating the following information:

1. Does the food establishment's HACCP documentation indicate that the required monitoring procedures were followed (frequency, initials, dated, etc.) on the 3 selected dates? A "YES" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, a "NO" answer would be circled in this section.
2. Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? A "YES" answer would indicate that the record appears accurate and consistent. A "NO" answer would indicate that there is inaccurate or inconsistent HACCP documentation.
3. Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the 3 selected dates? A "YES" answer would indicate that corrective action was documented for each CL not met for each of the 3 selected dates. A "Yes" can also mean that no corrective action was needed. A "NO" answer would indicate any missing or inaccurate documentation of corrective action.

# HACCP PLAN VERIFICATION WORKSHEET

(Note: This document is for optional use only, and is not a requirement for the Standardization Procedure)

Establishment Name:			Type of Facility:		
Physical Address:			Person in Charge:		
City:		State:	Zip:		County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:		
Agency:	Standard's Name:		Indicate Person Filling Out Form: (circle one) Candidate's Form / Standard's Form		
Cold Holding Requirement For Jurisdiction: [5°C (41°F) _____] or [7°C (45°F) _____] or [5°C (41°F) and 7°C (45°F) combination: _____]					

1. Have there been any changes to the food establishment menu?

Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Was there a need to change the food establishment HACCP plan because of these menu changes?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. List Critical Control Points (CCPs) and Critical Limits (CLs) identified by the establishment HACCP plan?

CCPs	CLs
_____	_____
_____	_____
_____	_____
_____	_____

4. What monitoring records for CCPs are required by the plan?

Type of Record	Monitoring Frequency	Record Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Record compliance under 29B of the *FDA Standardization Inspection Report* (ANNEX 2, Section 1).  
Are monitoring actions performed according to the plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Describe under 29B of the *FDA Standardization Inspection Report*.

6. Is immediate corrective action taken and recorded when CLs established by the plan are not met?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are the corrective actions the same as described in the plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Who is responsible for verification that the required records are being properly maintained?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Did employees and managers demonstrate knowledge of the HACCP plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. What training has been provided to support the HACCP plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Describe examples of any documentation that the above training was accomplished?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are calibrations of equipment/thermometers performed as required by the plan?  
Yes \_\_\_\_\_ No \_\_\_\_\_

DESCRIBE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Interviewed: \_\_\_\_\_

# HACCP PLAN VERIFICATION SUMMARY

(For Subparagraph 3-302 (B)(3))

Establishment Name:			Type of Facility:		
Physical Address:			Person in Charge:		
City:		State:		Zip:	County:
Insp. Time In:	Insp. Time Out:	Date:	Candidate's Name:		
Agency:		Standard's Name:		Indicate Person Filling Out Form: (circle one) Candidate's Form / Standard's Form	
Cold Holding Requirement For Jurisdiction: [5 °C (41 °F)_____] or [7 °C (45 °F)_____ ] or [5 °C (41 °F) and 7 °C (45 °F) combination:_____]					

<b>Chart 2: HACCP Plan Verification Summary</b>			
<b>HACCP Plan Verification Summary (circle YES or NO)</b>			
	<b>Record #1</b>	<b>Record #2</b>	<b>Record #3</b>
	<b>Current Date if Possible</b>	<b>2<sup>nd</sup> Selected Date:</b>	<b>3<sup>rd</sup> Selected Date:</b>
Required Monitoring Recorded <sup>1</sup>	YES/ NO	YES / NO	YES / NO
Accurate and Consistent <sup>2</sup>	YES / NO	YES / NO	YES /NO
Corrective Action Documented <sup>3</sup>	YES / NO	YES / NO	YES/ NO
Total # of record answers that are in Disagreement with the Standard = _____			
(This box for Completion by Standard only)			

The use of a HACCP plan by a food establishment can be verified through a review of food establishment records and investigating the following information:

1. Does the food establishment's HACCP documentation indicate that the required monitoring procedures were followed (frequency, initials, dated, etc.) on the 3 selected dates? A "YES" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, a "NO" answer would be circled in this section.
2. Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? A "YES" answer would indicate that the record appears accurate and consistent. A "NO" answer would indicate that there is inaccurate or inconsistent HACCP documentation.
3. Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the 3 selected dates? A "YES" answer would indicate that corrective action was documented for each CL not met for each of the 3 selected dates. A "Yes" can also mean that no corrective action was needed. A "NO" answer would indicate any missing or inaccurate documentation of corrective action.

<b>SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE</b>
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The purpose of the following chart is to tally the disagreement between the Candidate's and the Standard's responses on the FDA Standardization Inspection Report (Annex 2 Section 1). The Standard determines whether the Candidate properly identified and categorized violative conditions on each of the "Foodborne Illness Risk Factors/*Food Code* Interventions" and the "Good Retail Practices (GRPs)" portions of the FDA Standardization Inspection Report. The Standard may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity.

<b>Chart 2: Performance Criteria Tally of Disagreements in Each Establishment</b>									
Candidate's Name:					Standard's Name:				
Candidate's Address:			Agency:		City:		State:	Zip:	County:
Standard's Address:			Agency:		City:		State:	Zip:	County:
Total Inspection Time:		Date:		Location of Standardization:					
<b>ESTABLISHMENTS</b>									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) or TOTAL (1-6)
<b>Risk Factors and Public Health Interventions</b>									
<b>Good Retail Practices</b>									

## SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

### Foodborne Illness Risk Factors and *Food Code* Interventions:

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 50 disagreements for all 8 establishments) with no more than 12 disagreements per establishment.

**Step 1.** Determine the number of disagreements per establishment and record it in the chart (Performance Criteria Tally of Disagreements).

- If the disagreements/establishment is less than 13, proceed to step 2.
- If the disagreements/establishment is equal to or greater than 13, stop inspections. Candidate fails.

**Step 2.** Total the number of disagreements on Foodborne Illness Risk Factors and *Food Code* Interventions for all the establishments.

- If the disagreements are equal to or less than 50 for 8 establishments, the Candidate passes.
- If the disagreements are greater than 50 for 8 establishments, the Candidate fails.
- If the disagreements are equal to or less than 37 for 6 establishments, the Candidate passes.
- If the disagreements are greater than 37 for 6 establishments, the Candidate fails.

### Good Retail Practices:

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 32 disagreements for all 8 establishments) and have no more than 5 disagreements on GRPs per establishment.

**Step 1.** Determine the number of disagreements per establishment.

- If the disagreements/establishment are less than 6, proceed to step 2.
- If the disagreements/establishment are equal to or more than 6, stop inspections. Candidate fails.

**Step 2.** Total the number of disagreements on GRPs for all establishments.

- If the disagreements are less than or equal to 32 for 8 establishments, the Candidate passes.
- If the disagreements are greater than 32 for 8 establishments, the Candidate fails.
- If the disagreements are less than or equal to 24 for 6 establishments, the Candidate passes.
- If the disagreements are greater than 24 for 6 establishments, the Candidate fails.

**Application of HACCP Principles:** A "satisfactory" score is required to pass.

- Refer to Chapter 3, Table 2

### SCORING FORM (EXAMPLE #1)

<b>Chart 3a: Sample Performance Criteria Tally of Disagreements in Each Establishment</b>									
<b>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)</b>									
Candidate's Name: <b>Jane Smith</b>					Standard's Name: <b>George Harris</b>				
Candidate's Address: <b>1234 Anywhere Street</b>		Agency: <b>State</b>		City: <b>Nice</b>			State: <b>HI</b>	Zip: <b>12345</b>	County: <b>Franklin</b>
Standard's Address: <b>4321 Somewhere Street</b>		Agency: <b>FDA</b>		City: <b>Washington DC</b>			State:	Zip: <b>20204</b>	County:
Total Inspection Time: <b>72 hrs</b>		Date: <b>7/25/06</b>		Location of Standardization: <b>Washington D.C.</b>					
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) Total (1-6)
<b>Foodborne Illness Risk Factors and <i>Food Code</i> Interventions</b>	9	12	12	5	2	2	3	1	46
<b>Good Retail Practices</b>	3	2	2	5	3	3	2	2	22

In this example, the Candidate passes both the **FOODBORNE ILLNESS RISK FACTORS** and **FOOD CODE INTERVENTIONS** and the **GOOD RETAIL PRACTICES** portions. The number of disagreements for any one establishment did not exceed the maximum and the total number of disagreements for all the establishments also did not exceed the maximum number.

### SCORING FORM (EXAMPLE #2)

<b>Chart 3b: Sample Performance Criteria Tally of Disagreements in Each Establishment</b>									
<b>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)</b>									
Candidate's Name: <b>Jane Smith</b>					Standard's Name: <b>George Harris</b>				
Candidate's Address: <b>1234 Anywhere Street</b>		Agency: <b>State</b>		City: <b>Nice</b>			State: <b>HI</b>	Zip: <b>12345</b>	County: <b>Franklin</b>
Standard's Address: <b>4321 Somewhere Street</b>		Agency: <b>FDA</b>		City: <b>Washington D.C.</b>			State:	Zip: <b>20204</b>	County:
Total Inspection Time: <b>72 hrs</b>		Date: <b>7/25/09</b>		Location of Standardization: <b>Washington D.C.</b>					
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) Total (1-6)
<b>Foodborne Illness Risk Factors and <i>Food Code</i> Interventions</b>	12	12	13						
<b>Good Retail Practices</b>	5	5	4						

Here the Candidate fails the **FOODBORNE ILLNESS RISK FACTORS** and **FOOD CODE INTERVENTIONS** portion of this exercise. The Candidate was close to the maximum number of disagreements for any one establishment in the first two facilities and exceeded this maximum number of disagreements in the third establishment.

## FINAL SCORING REPORT

Chart #4: Candidate's Composite Performance Score			
CANDIDATE'S FINAL PERFORMANCE SCORE			
Candidate's Name:		Title:	
Agency:		Office Telephone Number:	
Office Address:		City:	State: Zip:
Standard's Name:		Standard's Title:	
Agency:	Office Telephone Number:		Location of Standardization:
Office Address:		City:	State: Zip:
Instructions: For the following Performance Areas circle the Level of Agreement.			
PERFORMANCE AREA		LEVEL OF AGREEMENT	
A. <b>FOODBORNE ILLNESS RISK FACTORS AND <i>FOOD CODE</i> INTERVENTIONS</b>		PASSES	FAILS
B. <b>GOOD RETAIL PRACTICES</b>		PASSES	FAILS
C. <b>APPLICATION OF HACCP PRINCIPLES</b>		SATISFACTORY	UNSATISFACTORY
a. Process flow Charts		Satisfactory	Unsatisfactory
b. Risk Control Plan		Satisfactory	Unsatisfactory
c. Verification of HACCP Plans		Satisfactory	Unsatisfactory
d. Statement of HACCP Principles (Initial standardization only)		Satisfactory	Unsatisfactory
D. <b>INSPECTION EQUIPMENT</b>		SATISFACTORY	NEEDS IMPROVEMENT
E. <b>COMMUNICATION</b>		SATISFACTORY	NEEDS IMPROVEMENT

**STANDARD'S SIGNATURE:**

NAME (Print): \_\_\_\_\_

NAME (Signature): \_\_\_\_\_ Date: \_\_\_\_\_