

Action Plan for Implementing a HACCP Based Food Safety Program

Page references below are to the manual, [*Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*](#), published by United States Department of Agriculture (USDA) Food and Nutrition Service, June 2005.

Actions	Resources	Planned Dates for Completion and Starting Implementation
Attend training offered by Child Nutrition Programs	<ul style="list-style-type: none"> ▪ Next training will be during Summer Institute, August 11-15, 2008 	
Write a plan for applying HACCP principles that includes methods for the procedures identified with a checkbox below:	<ul style="list-style-type: none"> ▪ pp. 9-12 in USDA manual ▪ <i>Developing a School Food Safety Program</i> at http://www.nfsmi.org/Information/school_fs_program.html ▪ “Developing a HACCP-Based Food Safety Program Worksheets” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Documenting menu items in the appropriate HACCP process category	<ul style="list-style-type: none"> ▪ pp. 11-13, 20-22, 59 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “Developing a HACCP-Based Food Safety Program Worksheets” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Documenting Critical Control Points of food production	<ul style="list-style-type: none"> ▪ pp. 13-14, 60-62 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “Developing a HACCP-Based Food Safety Program Worksheets” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Monitoring	<ul style="list-style-type: none"> ▪ pp. 17, 63 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “Developing a HACCP-Based Food Safety Program Worksheets” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Establishing and documenting corrective actions	<ul style="list-style-type: none"> ▪ pp. 18, 64-65 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “Developing a HACCP-Based Food Safety Program Worksheets” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Record keeping (including temperature logs, training logs, etc.)	<ul style="list-style-type: none"> ▪ pp. 18-19, 66, 70-73 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “HACCP-Based Standard Operating Procedures Record Keeping at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Developing and writing SOPs (Standard Operating Procedures) to cover all aspects of food safety in the school food service program.	<ul style="list-style-type: none"> ▪ pp. 9-10, 30-53, 74-78 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “HACCP-Based SOPs” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	
<input type="checkbox"/> Reviewing and revising the overall food safety program periodically	<ul style="list-style-type: none"> ▪ p. 67-68 in USDA manual ▪ <i>HACCP-Based Standard Operating Procedures (SOPs)</i> in section “Appendix III” at: http://sop.nfsmi.org/HACCPBasedSOPs.php 	