

FDA Standardization

2009 Food Code

U.S. Public Health Service



Field Workbook

Candidate: _____

Agency Name: _____

Address: _____

City/State/Zip code: _____

U.S. Department of Health and Human Services

Public Health Service

Food and Drug Administration

College Park, MD 20740

Revised 2009

(Updated November, 2010)

Candidate: _____

Inspections for Standardization:

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

Initial Standardization

Re-Standardization

STANDARDIZATION EXERCISE SUMMARY AND CHECK SHEET

11-02-10

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.

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

FDA Standardization Workbook
2009 Food Code

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FDA CERTIFICATION NOMINATION FORM**TO:** FDA REGIONAL FOOD AND DRUG DIRECTOR**FROM:** _____**SUBJECT:** REQUEST FOR FDA CERTIFICATION**DATE:** _____**APPLICANT INFORMATION**

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

BACKGROUND INFORMATION

Length of Service With Agency:

Present Duties / Date Assigned:

Prior Retail Experience:	Dates:

Formal Education/ Training Background:

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

Other Prerequisites Completed:

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: 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

NO – Not observed

OUT – Item found out of compliance

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

“PHF/TCS Food” means Potentially Hazardous Food/ 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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

IN OUT **10. Food received at proper temperature**
NA NO

IN OUT **11. Food in good condition, safe, and unadulterated**

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

IN OUT **14. Food-contact surfaces: cleaned and sanitized**
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO A. Cooked PHF/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 6 hours
- IN OUT**
NA NO B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days

22. Time as a public health control: procedures & records

IN OUT
NA NO

Consumer Advisory

- IN OUT**
NA **23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. 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

Food/Color Additives and Toxic Substances

- IN OUT**
NA **25. Food additives: approved and properly used**

26. Toxic substances properly identified, stored, and used

- IN OUT**
NA 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

27. 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 variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT**
NA B. Operating in accordance with approved variance and/or HACCP plan when 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 Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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: 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

NO – Not observed

OUT – Item found out of compliance

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

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“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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

IN OUT **10. Food received at proper temperature**
NA NO

IN OUT **11. Food in good condition, safe, and unadulterated**

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

IN OUT **14. Food-contact surfaces: cleaned and sanitized**
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO
- A. Cooked PHF/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 6 hours
- IN OUT**
NA NO
- B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO
- A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA
- A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO
- A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO
- B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

22. Time as a public health control: procedures & records

Consumer Advisory

- IN OUT**
NA
- 23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. 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

Food/Color Additives and Toxic Substances

- IN OUT**
NA **25. Food additives: approved and properly used**

26. Toxic substances properly identified, stored, and used

- IN OUT**
NA 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

27. 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 variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT**
NA B. Operating in accordance with approved variance and/or HACCP plan when 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 Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** **28. Pasteurized eggs used where required**
- IN OUT** **29. Water and ice from approved source**
- IN OUT** **30. Variance obtained for specialized processing methods**
NA

Food Temperature Control

- IN OUT** **31. Proper cooling methods used; adequate equipment for temperature control**
- IN OUT** **32. Plant food properly cooked for hot holding**
NA NO
- IN OUT** **33. Approved thawing methods used**
NA NO
- IN OUT** **34. Thermometers provided & accurate**

Food Identification

- IN OUT** **35. Food properly labeled; original container**

Prevention of Food Contamination

- IN OUT** **36. Insects, rodents, & animals not present/outer openings protected**
- IN OUT** **37. Contamination prevented during food preparation, storage & display**
- IN OUT** **38. Personal cleanliness**
- IN OUT** **39. Wiping cloths: properly used & stored**
- IN OUT** **40. Washing fruits & vegetables**

Proper Use of Utensils

- IN OUT** **41. In-use utensils: properly stored**
- IN OUT** **42. Utensils, equipment & linens: properly stored, dried, & handled**
- IN OUT** **43. Single-use/single-service articles: properly stored & used**

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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: 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

NO – Not observed

OUT – Item found out of compliance

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

“PHF/TCS Food” means Potentially Hazardous Food/ 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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

10. Food received at proper temperature

IN OUT
NA NO

11. Food in good condition, safe, and unadulterated

IN OUT

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

14. Food-contact surfaces: cleaned and sanitized

IN OUT
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO
- A. Cooked PHF/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 6 hours
- IN OUT**
NA NO
- B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO
- A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA
- A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO
- A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO
- B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

22. Time as a public health control: procedures & records

Consumer Advisory

- IN OUT**
NA
- 23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. 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

Food/Color Additives and Toxic Substances

- IN OUT**
NA **25. Food additives: approved and properly used**

26. 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

27. 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 variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT**
NA B. Operating in accordance with approved variance and/or HACCP plan when 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 Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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: 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

NO – Not observed

OUT – Item found out of compliance

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

“PHF/TCS Food” means Potentially Hazardous Food/ 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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

IN OUT **10. Food received at proper temperature**
NA NO

IN OUT **11. Food in good condition, safe, and unadulterated**

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

IN OUT **14. Food-contact surfaces: cleaned and sanitized**
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO
- A. Cooked PHF/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 6 hours
- IN OUT**
NA NO
- B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO
- A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA
- A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO
- A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO
- B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

22. Time as a public health control: procedures & records

Consumer Advisory

- IN OUT**
NA
- 23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. 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

Food/Color Additives and Toxic Substances

- IN OUT**
NA **25. Food additives: approved and properly used**

26. Toxic substances properly identified, stored, and used

- IN OUT**
NA 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

27. 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 variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT**
NA B. Operating in accordance with approved variance and/or HACCP plan when 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 Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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: 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

NO – Not observed

OUT – Item found out of compliance

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

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“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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

IN OUT **10. Food received at proper temperature**
NA NO

IN OUT **11. Food in good condition, safe, and unadulterated**

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

IN OUT **14. Food-contact surfaces: cleaned and sanitized**
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO
- A. Cooked PHF/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 6 hours
- IN OUT**
NA NO
- B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO
- A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA
- A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO
- A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO
- B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

22. Time as a public health control: procedures & records

Consumer Advisory

- IN OUT**
NA
- 23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. 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

Food/Color Additives and Toxic Substances

- IN OUT**
NA **25. Food additives: approved and properly used**

26. Toxic substances properly identified, stored, and used

- IN OUT**
NA 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

27. 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 variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT**
NA B. Operating in accordance with approved variance and/or HACCP plan when 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 Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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: 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

NO – Not observed

OUT – Item found out of compliance

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

“PHF/TCS Food” means Potentially Hazardous Food/ 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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

10. Food received at proper temperature

IN OUT
NA NO

11. Food in good condition, safe, and unadulterated

IN OUT

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

14. Food-contact surfaces: cleaned and sanitized

IN OUT
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO
- A. Cooked PHF/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 6 hours
- IN OUT**
NA NO
- B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO
- A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA
- A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO
- A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO
- B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

22. Time as a public health control: procedures & records

Consumer Advisory

- IN OUT**
NA
- 23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. Pasteurized foods used; prohibited foods not offered

- IN OUT** A. Prepackaged juice/beverage containing juice with a warning label [21 CFR,
NA Section 101.17(g)] not served
- IN OUT** B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are
NA 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** C. Raw or partially cooked animal food and raw seed sprouts not served
NA
- IN OUT** D. Foods not re-served under certain conditions
NA

Food/Color Additives and Toxic Substances

- IN OUT** **25. Food additives: approved and properly used**
NA

26. Toxic substances properly identified, stored, and used

- IN OUT** A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first
NA aid supplies, and other personal care items properly identified, stored, and used
- IN OUT** B. Poisonous or toxic materials held for retail sale properly stored
NA

Conformance with Approved Procedures

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

- IN OUT** A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without
NA variance under certain specified conditions in accordance with a required
 HACCP plan.
- IN OUT** B. Operating in accordance with approved variance and/or HACCP plan when
NA required
- IN OUT** C. When packaged in a food establishment, juice is treated under a HACCP plan
NA to reduce pathogens or labeled as specified in the Food Code

Score: Number of disagreements for Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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:

#7 Establishment Name: _____

Address: _____

City: _____ **State:** _____

Date: _____

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

Notes:

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

NO – Not observed

OUT – Item found out of compliance

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

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“PHF/TCS Food” means Potentially Hazardous Food/ Time/Temperature Control for Safety Food

“RTE” means Ready-to-Eat

Approved Source

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

IN OUT **10. Food received at proper temperature**
NA NO

IN OUT **11. Food in good condition, safe, and unadulterated**

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

IN OUT **14. Food-contact surfaces: cleaned and sanitized**
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO A. Cooked PHF/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 6 hours
- IN OUT**
NA NO B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days

22. Time as a public health control: procedures & records

IN OUT
NA NO

Consumer Advisory

- IN OUT**
NA **23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. Pasteurized foods used; prohibited foods not offered

- IN OUT** A. Prepackaged juice/beverage containing juice with a warning label [21 CFR,
NA Section 101.17(g)] not served
- IN OUT** B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are
NA 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** C. Raw or partially cooked animal food and raw seed sprouts not served
NA
- IN OUT** D. Foods not re-served under certain conditions
NA

Food/Color Additives and Toxic Substances

- IN OUT** **25. Food additives: approved and properly used**
NA

26. Toxic substances properly identified, stored, and used

- IN OUT** A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first
NA aid supplies, and other personal care items properly identified, stored, and used
- IN OUT** B. Poisonous or toxic materials held for retail sale properly stored
NA

Conformance with Approved Procedures

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

- IN OUT** A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without
NA variance under certain specified conditions in accordance with a required
 HACCP plan.
- IN OUT** B. Operating in accordance with approved variance and/or HACCP plan when
NA required
- IN OUT** C. When packaged in a food establishment, juice is treated under a HACCP plan
NA to reduce pathogens or labeled as specified in the Food Code

Score: Number of disagreements for Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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:

#8 Establishment Name: _____

Address: _____

City: _____ State: _____

Date: _____

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

Notes:

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

NO – Not observed

OUT – Item found out of compliance

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

“**PHF/TCS Food**” means Potentially Hazardous Food/ 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 is present

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

IN OUT C. Duties of PIC

Employee Health

IN OUT **2. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **3. Proper use of restriction and exclusion**

Good Hygienic Practices

IN OUT **4. Proper eating, tasting, drinking, or tobacco use**
NO

IN OUT **5. No discharge from eyes, nose, and mouth**
NO

Control of Hands as a Vehicle of Contamination

IN OUT **6. Hands clean & properly washed**
NO

IN OUT **7. No bare hand contact with RTE foods or a pre-approved**
NA NO **alternative procedure properly followed**

8. Handwashing sinks properly supplied and accessible

IN OUT A. 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

9. 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 B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught
NA NO shellfish received or sold/all fish commercially caught/raised

IN OUT C. Game animals and wild mushrooms approved by regulatory authority
NA NO

10. Food received at proper temperature

IN OUT
NA NO

11. Food in good condition, safe, and unadulterated

IN OUT

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish
NA NO products that are intended for raw or undercooked consumption

IN OUT B. Shellstock tags maintained for 90 days in chronological order
NA NO

Protection from Contamination

13. Food separated and protected

IN OUT A. Separating raw animal foods from raw RTE food and separating raw animal
NA NO food from cooked RTE food

IN OUT B. Raw animal foods separated from each other during storage, preparation,
NA NO holding, and display

IN OUT C. Food protected from environmental contamination

14. Food-contact surfaces: cleaned and sanitized

IN OUT
NA

15. 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

Potentially Hazardous Food(PHF) Time/Temperature Control for Safety(TCS)

16. 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 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°) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.
- IN OUT**
NA NO E. Poultry; baluts; stuffed fish/meat/pasta/poultry/ratites; stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process 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 63°C (145°F) on top and bottom. Meat surface has a cooked color.
- 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

17. Proper reheating procedures for hot holding

- IN OUT**
NA NO A. PHF/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

18. Proper cooling time & temperatures

- IN OUT**
NA NO A. Cooked PHF/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 6 hours
- IN OUT**
NA NO B. PHF/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, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

19. Proper hot holding temperatures

- IN OUT**
NA NO A. PHF/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. Roasts held at a temperature of 54°C (130°F) or above

20. Proper cold holding temperatures

- IN OUT**
NA A. PHF/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 eggs stored in 7°C (45°F) ambient air temperature

21. Proper date marking & disposition

- IN OUT**
NA NO A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours
- IN OUT**
NA NO B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days

22. Time as a public health control: procedures & records

IN OUT
NA NO

Consumer Advisory

- IN OUT**
NA **23. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

24. 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

Food/Color Additives and Toxic Substances

- IN OUT**
NA **25. Food additives: approved and properly used**

26. Toxic substances properly identified, stored, and used

- IN OUT**
NA 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

27. 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 variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT**
NA B. Operating in accordance with approved variance and/or HACCP plan when 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 Interventions/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT** 28. Pasteurized eggs used where required
- IN OUT** 29. Water and ice from approved source
- IN OUT** 30. Variance obtained for specialized processing methods
NA

Food Temperature Control

- IN OUT** 31. Proper cooling methods used; adequate equipment for temperature control
- IN OUT** 32. Plant food properly cooked for hot holding
NA NO
- IN OUT** 33. Approved thawing methods used
NA NO
- IN OUT** 34. Thermometers provided & accurate

Food Identification

- IN OUT** 35. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT** 36. Insects, rodents, & animals not present/outer openings protected
- IN OUT** 37. Contamination prevented during food preparation, storage & display
- IN OUT** 38. Personal cleanliness
- IN OUT** 39. Wiping cloths: properly used & stored
- IN OUT** 40. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT** 41. In-use utensils: properly stored
- IN OUT** 42. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT** 43. Single-use/single-service articles: properly stored & used

IN OUT 44. Gloves used properly

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

IN OUT 47. Non-food contact surfaces clean

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

IN OUT 49. Plumbing installed; proper backflow devices

IN OUT 50. Sewage & waste water properly disposed

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

IN OUT 53. Physical facilities installed, maintained, & clean

IN OUT 54. 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:

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

Specific observation noted during inspection:

Applicable code violation(s): - (Optional)

Risk factor to be controlled:

Hazard (most common, significant):

What must be achieved to gain compliance in the future:

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)

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

Specific observation noted during inspection:

Applicable code violation(s): - (Optional)

Risk factor to be controlled:

Hazard (most common, significant):

What must be achieved to gain compliance in the future:

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)

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

Specific observation noted during inspection:

Applicable code violation(s): - (Optional)

Risk factor to be controlled:

Hazard (most common, significant):

What must be achieved to gain compliance in the future:

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 27B of the *FDA Standardization Inspection Report* (ANNEX 2 Section 1).

Are monitoring actions performed according to the plan?

Yes _____ No _____ Describe under 27B 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	

Chart 2: HACCP Plan Verification Summary			
HACCP Plan Verification Summary (circle YES or NO)			
	Record #1	Record #2	Record #3
	Current Date if Possible	2 nd Selected Date:	3 rd Selected Date:
Required Monitoring Recorded ¹	YES/ NO	YES / NO	YES / NO
Accurate and Consistent ²	YES / NO	YES / NO	YES /NO
Corrective Action Documented ³	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 27B of the *FDA Standardization Inspection Report* (ANNEX 2 Section 1).

Are monitoring actions performed according to the plan?

Yes _____ No _____ Describe under 27B 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:_____]					

Chart 2: HACCP Plan Verification Summary			
HACCP Plan Verification Summary (circle YES or NO)			
	Record #1	Record #2	Record #3
	Current Date if Possible	2nd Selected Date:	3rd Selected Date:
Required Monitoring Recorded ¹	YES/ NO	YES / NO	YES / NO
Accurate and Consistent ²	YES / NO	YES / NO	YES /NO
Corrective Action Documented ³	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.

SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

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.

Chart 2: Performance Criteria Tally of Disagreements in Each Establishment										
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:						
ESTABLISHMENTS										
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) or TOTAL (1-6)	
Risk Factors and Public Health Interventions										
Good Retail Practices										

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 46 disagreements for all 8 establishments) with no more than 11 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 12, proceed to step 2.
- If the disagreements/establishment is equal to or greater than 12, 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 46 for 8 establishments, the Candidate passes.
- If the disagreements are greater than 46 for 8 establishments, the Candidate fails.
- If the disagreements are equal to or less than 35 for 6 establishments, the Candidate passes.
- If the disagreements are greater than 35 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)

Chart 3a: Sample Performance Criteria Tally of Disagreements in Each Establishment									
PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)									
Candidate's Name: Jane Smith					Standard's Name: George Harris				
Candidate's Address: 1234 Anywhere Street	Agency: State	City: Nice			State: HI	Zip: 12345	County: Franklin		
Standard's Address: 4321 Somewhere Street	Agency: FDA	City: Washington DC			State:	Zip: 20204	County:		
Total Inspection Time: 72 hrs	Date: 7/25/06	Location of Standardization: Washington D.C.							
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) Total (1-6)
Foodborne Illness Risk Factors and Food Code Interventions	9	11	11	5	2	2	3	1	44
Good Retail Practices	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)

Chart 3b: Sample Performance Criteria Tally of Disagreements in Each Establishment									
PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)									
Candidate's Name: Jane Smith					Standard's Name: George Harris				
Candidate's Address: 1234 Anywhere Street	Agency: State	City: Nice			State: HI	Zip: 12345	County: Franklin		
Standard's Address: 4321 Somewhere Street	Agency: FDA	City: Washington D.C.			State:	Zip: 20204	County:		
Total Inspection Time: 72 hrs	Date: 7/25/09	Location of Standardization: Washington D.C.							
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL (1-8) Total (1-6)
Foodborne Illness Risk Factors and Food Code Interventions	11	11	12						
Good Retail Practices	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:
<i>Instructions: For the following Performance Areas circle the Level of Agreement.</i>			
PERFORMANCE AREA	LEVEL OF AGREEMENT		
1. FOOFBORNE ILLNESS RISK FACTORS AND <i>FOOD CODE</i> INTERVENTIONS	PASSES	FAILS	
2. GOOD RETAIL PRACTICES	PASSES	FAILS	
3. APPLICATION OF HACCP PRINCIPLES	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 Certification only)	Satisfactory	Unsatisfactory	
4. INSPECTION EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT	
5. COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT	

Comments:

STANDARD'S SIGNATURE:

NAME (Print): _____

NAME (Signature): _____ Date: _____