

# Organizing Your HACCP Plan

**Introduction:** Description of Food Safety Plan  
Description of Sponsor and School/Facility  
Letters from Vendors

## **Section 1 Standard Operating Procedures**

- Show the SOP's as adapted and adopted for the site.

## **Section 2 Categorizing Menu Items**

- Include 1 month or 1 cycle of menus and show the process of each menu item.
- Indicate **how** the processes will be identified each day – written on the printed menu, recorded on production record, etc. and **who** will be responsible for identifying the process number of each menu item.

## **Section 3 Identifying Control Measures**

- Include the chart or summary of control measures for each of the 3 processes (as provided by KSDE).
- Preferably include the chart listing cooking temperatures required by KSDE.

## **Section 4 Monitoring**

- Include a blank copy of the checklist used.
- Complete the Food Safety Checklist at least monthly (more often if repeat problems observed).
- Indicate who is responsible for completing the checklist (e.g. site supervisor, the responsibility rotates among site staff, etc.).

## **Section 5 Corrective Actions**

- Include the chart of Corrective Actions for Critical Control Points provided by KSDE with changes relevant to the site.
- Identify where Corrective Actions will be recorded (e.g. in a separate column on existing logs (such as thermometer calibration logs and temperature logs), in margins of existing paperwork (e.g. on receiving invoices and production records), on a separate Corrective Actions log, etc.)

## **Section 6 Recordkeeping**

- Include a sample of each log that will be maintained.

## **Section 7 Review of Food Safety System**

- Identify when (e.g. which month) and how the plan will be reviewed.
- Identify who will be responsible for completing the annual review.
- Include a blank copy of the review form that will be used (i.e. a list of the questions that will be answered during the review).