

**District:**  
**Health Inspections & HACCP Implementation**  
**Onsite Observation and Records Review**

**Site:**  
**Date:**

	Yes	No
1. Has this site received the first of two required health inspections this school year: If yes, when? If no, has the Health Department been contacted? When?		
2. Has this site received the second of two required health inspections this school year: If yes, when? If no, has the Health Department been contacted? When?		
3. Is the most recent food safety inspection report posted in a visible location to customers?		
4. Are the following HACCP forms maintained at this site:		
Temperature logs		
Food preparation process charts		
Standard Operating Procedures		
Manager's Weekly Checklist		
HACCP Training Sign In sheets		
5. Have all food service staff at this site received HACCP training this school year?		
6. Are all monitoring logs up to date? If no, which logs were not current?		
7. Have corrective actions been recorded?		
8. Are food service staff able to answer the following questions:		
What are SOPs?		
What are the 3 basic HACCP food process flows? (No Cook, Same Day, Complex)		
9. Did you observe the use of SOPs during the visit?		
10. Are food service staff using standardized recipes with HACCP controls?		
11. If serving at alternate locations, are there SOPs written for handling, transporting and disposing of food?		
12. Did you observe food service staff using thermometers correctly?		
13. Are thermometers calibrated?		
Comments/Corrective Action/Target Date:		