



Ogden Preparatory Academy Annual Food Safety Program Review Checklist

Date Completed: _____

Completed by: _____

Documents to Review:

- Standard Operating Procedures
- Food Preparation Process Charts
- Control Measures in the Process Approach (CCPs and SOPs)
- Corrective Actions

Monitoring Record Keepings: *Choose at random one week to monitor*

Type of Record (SOP, CCP, Corrective Action, etc.)	Monitoring Frequency and Procedures (How often? Initialed and dated? etc.)	Record Location (Where is the record kept?)

Describe the strengths and weaknesses with the current monitoring or recordkeeping methods.

Who is responsible for verifying that the required records are being completed and properly maintained?

Has the food safety training program been followed as outlined?

Do the managers and staff demonstrate knowledge of the plan?

Have there been any changes to the menu or operation (new equipment, etc.)?

Was the plan modified to reflect any necessary changes from this review?