

WRITTEN PROCEDURES FOR EMPLOYEE HACCP TRAINING

Implementation of the Hazard Analysis Critical Control Point (HACCP) plan in your establishment will give you the greatest assurance possible that the food you are serving to your customers is safe. In order to prevent foodborne illness, HACCP targets the critical steps in preparing and serving potentially hazardous foods. The HACCP plan that is approved for your facility is intended to be used as a reference and a training tool for all food workers.

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when standards are violated. The approved HACCP plan will be available in the food preparation area at all times.

Food temperature logs* will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

At a minimum, I will train all food workers in approved methods on the following:

- Hand washing
- Glove use
- Cleaning and sanitizing utensils, equipment, and food preparation surfaces
- Weekly calibration of a metal stem thermometer

I have read the above information and agree to train my staff in all areas listed in this Standard Operating Procedures (SOP) document.

Printed Name	Title
Signature	Date

**Note- Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in HACCP plan, and that specified corrective actions are taken when standards are not met.*