

FDA Procedures for Standardization of Retail Food Safety Inspection Officers

U.S. Public Health Service



Field Workbook

*Updated to the 2017 FDA Food Code and
The Supplement to the 2017 Food Code*

**U.S. Department of Health and Human Services
Public Health Service
Food and Drug Administration
College Park, MD 20740**

Revised December 2021

Table of Contents

Candidate Information	3
STANDARDIZATION EXERCISE SUMMARY AND CHECK SHEET	5
ANNEX 1 – FDA Standardization Nomination Form	6
ANNEX 2 – Standardization Inspection Report and Forms ¹	8
Establishment # 1	8
Establishment # 2	25
Establishment # 3	40
Establishment # 4	55
Establishment # 5	70
Establishment # 6	85
Establishment # 7	100
Establishment # 8	115
ANNEX 3 – Risk Control Plan	127
ANNEX 4-1 – HACCP Plan Verification Worksheet	129
ANNEX 4-2 – HACCP Plan Verification Summary	132
ANNEX 5 – Scoring Form & Instructions	135
SCORING FORM (EXAMPLE #1)	136
SCORING FORM (EXAMPLE #2)	136
FINAL SCORING REPORT	137

¹ Includes separate temperature recording chart, temperature recording table, HACCP flow chart, and inspection report for each establishment

Candidate Information

Candidate:

Agency Name:

Address:

City/State/Zip code:

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

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			

ANNEX 1

FDA STANDARDIZATION NOMINATION FORM

TO: FDA RETAIL FOOD PROTECTION BRANCH DIRECTOR

FROM: _____

SUBJECT: REQUEST FOR FDA STANDARDIZATION

DATE: _____

APPLICANT INFORMATION

Candidate's Name:		Title:					
Office Phone:		Mobile Phone:					
Office Email:		Agency:					
Office Address:		City:		State:		Zip:	

BACKGROUND INFORMATION

Length of Service with Agency

Present Duties / Date Assigned

Prior Retail Food Safety Experience	Dates

Formal Education/ Training Background
Example: Food Code; Managing Food Safety
6

Continuing Education

(Complete only for re-standardization candidate. List hours of education with course titles/dates, within the last 3 years). *Note: 20 contact hours minimum required after initial standardization.*

Other Prerequisites Completed

SUPERVISOR'S SIGNATURE (Confirming Request for Nomination):

Recognizing the time and resource commitment involved for both the FDA Specialist and the nominee to complete the initial Standardization and maintain continued re-standardization, the nominee's supervisor is ensuring that the Food Safety Inspection Officer's scope of responsibility will enable him/her to fulfill the annual maintenance requirements and as such will be afforded the time to complete these requirements and will document such annually. If these requirements are not met, candidate may not be re-standardized. The supervisor's signature is acknowledgement of the commitment to these requirements.

Standardization Annual Maintenance Requirements:

1. Each year, attends the annual Retail Food Protection Seminar
2. Accumulates 20 contact hours of continuing education every 36 months after initial standardization
3. Annually conducts and documents standardization exercises with at least five other retail food program inspection personnel
4. Annually accomplishes and documents at least one of the following activities:
 - a. Assists at least five retail food establishments in the development of risk control plans (RCP)
 - b. Conducts or coordinates and documents to the standard at least five training courses related to the retail food protection program, or
 - c. Performs and documents to the standard any combination of training courses or risk control plans that equals five.

NAME (Print): _____

NAME (Signature): _____ Date: _____

ANNEX 2

Establishment # 1

#1 Establishment Name:

Address:

City:

State:

Date:

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

Notes:

Notes continued on next page

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

Temperature Recording Chart #1

	#1 Food Item	# 2 Food Item	#3 Food Item	#4 Food Item	#5 Food Item	#6 Food Item	#7 Food Item	#8 Food Item	#9 Food Item	#10 Food Item	#11 Food Item	#12 Food Item
Time												

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
 OUT – Item found out of compliance

NO – Not observed
 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
 “TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT
NA 2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

IN OUT 3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT 4. **Proper use of restriction and exclusion and reporting**

IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT
NO 6. **Proper eating, tasting, drinking, or tobacco use**

IN OUT
NO 7. **No discharge from eyes, nose, and mouth**

Preventing Contamination by Hand

IN OUT
NO 8. **Hands clean & properly washed**

IN OUT
NA NO 9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**

10. **Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate handwashing sinks conveniently located and accessible for employees

B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

Approved Source

11. 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
NA NO**

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

**IN OUT
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT
NA NO**

12. Food received at proper temperature

IN OUT

13. Food in good condition, safe, and unadulterated

14. Required records available: shellstock tags, parasite destruction

**IN OUT
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

**IN OUT
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

**IN OUT
NA**

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

IN OUT
NA NO

- E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

IN OUT
NA NO

- F. Wild game animals cooked to 74°C (165°F) for <1 second (instantaneous)

IN OUT
NA NO

- G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

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

IN OUT
NA NO

- J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

IN OUT
NA NO

- A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

IN OUT

28. Toxic substances properly identified, stored, and used

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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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 Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

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

Food Temperature Control

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

Food Identification

- IN OUT
37. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score

Score: Number of disagreements for Good Retail Practices _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food:

Product/Food:

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

Notes continued:

Establishment # 2

#2 Establishment Name:

Address:

City:

State:

Date:

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

Notes:

Notes continued on next page

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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“HSP” means Highly Susceptible Population

“ICSSL” means Interstate Certified Shellfish Shippers List

“TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT 2. **Certified Food Protection Manager – Establishment has a Certified
NA Food Protection Manager**

Employee Health

IN OUT 3. **Management, food employee and conditional employee; Knowledge,
responsibilities and reporting**

IN OUT 4. **Proper use of restriction and exclusion and reporting**

IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT 6. **Proper eating, tasting, drinking, or tobacco use
NO**

IN OUT 7. **No discharge from eyes, nose, and mouth
NO**

Preventing Contamination by Hands

IN OUT 8. **Hands clean & properly washed
NO**

IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative
NA NO procedure properly followed**

10. **Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate 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

11. 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
NA NO**

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

**IN OUT
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

12. Food received at proper temperature

**IN OUT
NA NO**

13. Food in good condition, safe, and unadulterated

IN OUT

14. Required records available: shellstock tags, parasite destruction

**IN OUT
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

**IN OUT
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

**IN OUT
NA**

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

**IN OUT
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

F. Wild game animals cooked to 74°C (165°F) for < 1 second (instantaneous)

**IN OUT
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

**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

**IN OUT
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

**IN OUT
NA NO**

A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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
NA
30. Pasteurized eggs used where required
- IN OUT
31. Water and ice from approved source
- IN OUT
NA
32. Variance obtained for specialized processing methods

Food Temperature Control

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

Food Identification

- IN OUT
37. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: **Number of disagreements for Good Retail Practices** _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food

Product/Food: _

Description:

Ingredients:	Preparation Steps:
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Notes:

Notes continued on next page

Notes continued:

Establishment # 3

#3 Establishment Name:

Address:

City:

State:

Date: _

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

Notes:

Notes continued on next page

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
 OUT – Item found out of compliance

NO – Not observed
 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
 “TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT
NA **2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

IN OUT **3. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT **4. Proper use of restriction and exclusion and reporting**

IN OUT **5. Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT
NO **6. Proper eating, tasting, drinking, or tobacco use**

IN OUT
NO **7. No discharge from eyes, nose, and mouth**

Preventing Contamination by Hands

IN OUT
NO **8. Hands clean & properly washed**

IN OUT
NA NO **9. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**

10. Adequate handwashing sinks properly supplied and accessible

IN OUT A. Adequate 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

11. 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
NA NO

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT
NA NO

C. Game animals and wild mushrooms approved by regulatory authority

IN OUT
NA NO

12. Food received at proper temperature

IN OUT

13. Food in good condition, safe, and unadulterated

14. Required records available: shellstock tags, parasite destruction

IN OUT
NA NO

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT
NA NO

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

IN OUT
NA NO

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT
NA NO

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

IN OUT
NA

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

IN OUT
NA NO

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for < 1 second (instantaneous)

IN OUT
NA NO

F. Wild game animals cooked to 74°C (165°F) for < 1 second (instantaneous)

IN OUT
NA NO

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

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

IN OUT
NA NO

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

IN OUT
NA NO

A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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

Number of disagreements for Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

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

Food Temperature Control

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

Food Identification

- IN OUT
37. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: Number of disagreements for Good Retail Practices _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food

Product/Food: _

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

Notes continued:

Establishment # 4

#4 Establishment Name:

Address:

City:

State:

Date: _

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

Notes:

Notes continued on next page

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

Temperature Recording Chart #4

	#1 Food Item	# 2 Food Item	#3 Food Item	#4 Food Item	#5 Food Item	#6 Food Item	#7 Food Item	#8 Food Item	#9 Food Item	#10 Food Item	#11 Food Item	#12 Food Item
Time												

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
 OUT – Item found out of compliance

NO – Not observed
 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
 “TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT
NA 2. **Certified Food Protection Manager – Establishment has a Certified Food Protection Manager**

Employee Health

IN OUT 3. **Management, food employee and conditional employee; Knowledge, responsibilities and reporting**

IN OUT 4. **Proper use of restriction and exclusion and reporting**

IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT
NO 6. **Proper eating, tasting, drinking, or tobacco use**

IN OUT
NO 7. **No discharge from eyes, nose, and mouth**

Preventing Contamination by Hands

IN OUT
NO 8. **Hands clean & properly washed**

IN OUT
NA NO 9. **No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed**

10. **Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate 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

11. 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
NA NO**

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

**IN OUT
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

12. Food received at proper temperature

**IN OUT
NA NO**

13. Food in good condition, safe, and unadulterated

IN OUT

14. Required records available: shellstock tags, parasite destruction

**IN OUT
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

**IN OUT
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

**IN OUT
NA**

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

IN OUT
NA NO

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

IN OUT
NA NO

F. Wild game animals cooked to 74°C (165°F) for <1 second (instantaneous)

IN OUT
NA NO

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

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

IN OUT
NA NO

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

IN OUT
NA NO

A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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 Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

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

Food Temperature Control

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

Food Identification

- IN OUT
37. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: Number of disagreements for Good Retail Practices _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food

Product/Food: _

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

Notes continued:

Establishment # 5

#5 Establishment Name:

Address:

City:

State:

Date:

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

Notes:

Notes continued on next page

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

Temperature Recording Chart #5

	#1 Food Item	# 2 Food Item	#3 Food Item	#4 Food Item	#5 Food Item	#6 Food Item	#7 Food Item	#8 Food Item	#9 Food Item	#10 Food Item	#11 Food Item	#12 Food Item
Time												

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
 OUT – Item found out of compliance

NO – Not observed
 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
 “TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT 2. **Certified Food Protection Manager – Establishment has a Certified
NA Food Protection Manager**

Employee Health

IN OUT 3. **Management, food employee and conditional employee; Knowledge,
responsibilities and reporting**

IN OUT 4. **Proper use of restriction and exclusion and reporting**

IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT 6. **Proper eating, tasting, drinking, or tobacco use
NO**

IN OUT 7. **No discharge from eyes, nose, and mouth
NO**

Preventing Contamination by Hands

IN OUT 8. **Hands clean & properly washed
NO**

IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative
NA NO procedure properly followed**

10. **Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate 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

11. Food obtained from approved source

IN OUT A. All food from regulated food processing plants/no home prepared or
NA NO canned foods/standards for eggs, milk, juice

IN OUT B. All fish commercially caught/raised or approved by the Regulatory
NA NO Authority/All Molluscan shellfish from ICSSL listed sources/no
recreationally caught shellfish received or sold

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

12. Food received at proper temperature

IN OUT
NA NO

13. Food in good condition, safe, and unadulterated

IN OUT

14. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for
NA NO fish 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

15. Food separated and protected

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

16. Food-contact surfaces: cleaned and sanitized

IN OUT
NA

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

**IN OUT
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

F. Wild game animals cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

**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

**IN OUT
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

**IN OUT
NA NO**

A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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 Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

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

Food Temperature Control

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

Food Identification

- IN OUT
37. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: Number of disagreements for Good Retail Practices _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food

Product/Food: _

Description:

Ingredients:	Preparation Steps:
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Notes:

Notes continued on next page

Notes continued:

Establishment # 6

#6 Establishment Name:

Address:

City:

State:

Date:

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

Notes:

Notes continued on next page

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

Temperature Recording Chart #6

	#1 Food Item	# 2 Food Item	#3 Food Item	#4 Food Item	#5 Food Item	#6 Food Item	#7 Food Item	#8 Food Item	#9 Food Item	#10 Food Item	#11 Food Item	#12 Food Item
Time												

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

“TCS Food” means 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
- IN OUT** B. Demonstration
- IN OUT** C. Duties of PIC
- IN OUT** **2. Certified Food Protection Manager – Establishment has a Certified**
- NA** **Food Protection Manager**

Employee Health

- IN OUT** **3. Management, food employee and conditional employee; Knowledge, responsibilities and reporting**
- IN OUT** **4. Proper use of restriction and exclusion and reporting**
- IN OUT** **5. Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

- IN OUT** **6. Proper eating, tasting, drinking, or tobacco use**
- NO**
- IN OUT** **7. No discharge from eyes, nose, and mouth**
- NO**

Preventing Contamination by Hands

- IN OUT** **8. Hands clean & properly washed**
- NO**
- IN OUT** **9. No bare hand contact with RTE foods or a pre-approved alternative**
- NA NO** **procedure properly followed**
- 10. Adequate handwashing sinks properly supplied and accessible**
- IN OUT** A. Adequate 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

11. 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
NA NO**

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

**IN OUT
NA NO**

C. Game animals and wild mushrooms approved by regulatory authority

**IN OUT
NA NO**

12. Food received at proper temperature

IN OUT

13. Food in good condition, safe, and unadulterated

14. Required records available: shellstock tags, parasite destruction

**IN OUT
NA NO**

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

**IN OUT
NA NO**

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

**IN OUT
NA NO**

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

**IN OUT
NA NO**

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

**IN OUT
NA**

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

**IN OUT
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

F. Wild game animals cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

**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

**IN OUT
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

**IN OUT
NA NO**

A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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 Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- | | |
|--------------|--|
| IN OUT
NA | 30. Pasteurized eggs used where required |
| IN OUT | 31. Water and ice from approved source |
| IN OUT
NA | 32. Variance obtained for specialized processing methods |

Food Temperature Control

- | | |
|-----------------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT
NA NO | 34. Plant food properly cooked for hot holding |
| IN OUT
NA NO | 35. Approved thawing methods used |
| IN OUT | 36. Thermometers provided & accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|--|
| IN OUT | 38. Insects, rodents, & animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage & display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths: properly used & stored |
| IN OUT | 42. Washing fruits & vegetables |

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: Number of disagreements for Good Retail Practices _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food

Product/Food: _

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

Notes continued:

Establishment # 7

#7 Establishment Name:

Address:

City:

State:

Date:

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

Notes:

Notes continued on next page

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

Temperature Recording Chart #7

	#1 Food Item	# 2 Food Item	#3 Food Item	#4 Food Item	#5 Food Item	#6 Food Item	#7 Food Item	#8 Food Item	#9 Food Item	#10 Food Item	#11 Food Item	#12 Food Item
Time												

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
 OUT – Item found out of compliance

NO – Not observed
 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
 “TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT 2. **Certified Food Protection Manager – Establishment has a Certified
NA Food Protection Manager**

Employee Health

IN OUT 3. **Management, food employee and conditional employee; Knowledge,
responsibilities and reporting**

IN OUT 4. **Proper use of restriction and exclusion and reporting**

IN OUT 5. **Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT 6. **Proper eating, tasting, drinking, or tobacco use
NO**

IN OUT 7. **No discharge from eyes, nose, and mouth
NO**

Preventing Contamination by Hand

IN OUT 8. **Hands clean & properly washed
NO**

IN OUT 9. **No bare hand contact with RTE foods or a pre-approved alternative
NA NO procedure properly followed**

10. **Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate 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

11. 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
NA NO

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT
NA NO

C. Game animals and wild mushrooms approved by regulatory authority

IN OUT
NA NO

12. Food received at proper temperature

IN OUT

13. Food in good condition, safe, and unadulterated

14. Required records available: shellstock tags, parasite destruction

IN OUT
NA NO

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT
NA NO

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

IN OUT
NA NO

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT
NA NO

B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT

C. Food protected from environmental contamination

IN OUT
NA

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

**IN OUT
NA NO**

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

F. Wild game animals cooked to 74°C (165°F) for <1 second (instantaneous)

**IN OUT
NA NO**

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color changes is achieved on all external surfaces

**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

**IN OUT
NA NO**

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

**IN OUT
NA NO**

A. 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

20. Proper cooling time & temperatures

IN OUT
NA NO

A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. Compliance with variance, specialized process, ROP Criteria or HACCP plan

IN OUT
NA

A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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 Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- | | |
|--------------|--|
| IN OUT
NA | 30. Pasteurized eggs used where required |
| IN OUT | 31. Water and ice from approved source |
| IN OUT
NA | 32. Variance obtained for specialized processing methods |

Food Temperature Control

- | | |
|-----------------|---|
| IN OUT | 33. Proper cooling methods used; adequate equipment for temperature control |
| IN OUT
NA NO | 34. Plant food properly cooked for hot holding |
| IN OUT
NA NO | 35. Approved thawing methods used |
| IN OUT | 36. Thermometers provided & accurate |

Food Identification

- | | |
|--------|---|
| IN OUT | 37. Food properly labeled; original container |
|--------|---|

Prevention of Food Contamination

- | | |
|--------|--|
| IN OUT | 38. Insects, rodents, & animals not present |
| IN OUT | 39. Contamination prevented during food preparation, storage & display |
| IN OUT | 40. Personal cleanliness |
| IN OUT | 41. Wiping cloths: properly used & stored |
| IN OUT | 42. Washing fruits & vegetables |

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: Number of disagreements for Good Retail Practices _____

HACCP Flow Chart and Summary

Establishment Name:

Location:

Date: / /

Candidate:

Product/Food

Product/Food: _

Description:

Ingredients:	Preparation Steps:
--------------	--------------------

Notes:

Notes continued on next page

Notes continued:

Establishment # 8

#8 Establishment Name:

Address:

City:

State:

Date:

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

Notes:

Notes continued on next page

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
 OUT – Item found out of compliance

NO – Not observed
 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
 “TCS Food” means 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

IN OUT B. Demonstration

IN OUT C. Duties of PIC

IN OUT **2. Certified Food Protection Manager – Establishment has a Certified
NA** **Food Protection Manager**

Employee Health

IN OUT **3. Management, food employee and conditional employee; Knowledge,
responsibilities and reporting**

IN OUT **4. Proper use of restriction and exclusion and reporting**

IN OUT **5. Clean-up of Vomiting and Diarrheal Events**

Good Hygienic Practices

IN OUT **6. Proper eating, tasting, drinking, or tobacco use
NO**

IN OUT **7. No discharge from eyes, nose, and mouth
NO**

Preventing Contamination by Hands

IN OUT **8. Hands clean & properly washed
NO**

IN OUT **9. No bare hand contact with RTE foods or a pre-approved alternative
NA NO** **procedure properly followed**

- 10. Adequate handwashing sinks properly supplied and accessible**

IN OUT A. Adequate 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

11. 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
NA NO

B. All fish commercially caught/raised or approved by the Regulatory Authority/All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT
NA NO

C. Game animals and wild mushrooms approved by regulatory authority

IN OUT
NA NO

12. Food received at proper temperature

IN OUT

13. Food in good condition, safe, and unadulterated

14. Required records available: shellstock tags, parasite destruction

IN OUT
NA NO

A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT
NA NO

B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

IN OUT
NA NO

A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT
NA NO

B. Raw animal foods separated from each other during storage, preparation, holding and display

IN OUT

C. Food protected from environmental contamination

IN OUT
NA

16. Food-contact surfaces: cleaned and sanitized

17. 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

Time/Temperature Control for Safety (TCS Food)

18. 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 17 seconds or the time/temperature relationship specified 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°F) for 17 seconds or the time/temperature relationship specified in the chart in the Food Code

IN OUT
NA NO

E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; cooked to 74°C (165°F) for <1 second (instantaneous)

IN OUT
NA NO

F. Wild game animals cooked to 74°C (165°F) for <1 second (instantaneous)

IN OUT
NA NO

G. Whole-muscle, intact beef steaks cooked to surface temperature of 3°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces

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

IN OUT
NA NO

J. Raw animal foods cooked, using a non-continuous-cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

IN OUT
NA NO

A. 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
IN OUT
NA NO

- C. Commercially processed, RTE food reheated to 57°C (135°F) or above for hot holding
- D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters

20. Proper cooling time & temperatures

IN OUT
NA NO

- A. Cooked 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 within a total of 6 hours

IN OUT
NA NO

- B. 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/molluscan 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, raw eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

21. Proper hot holding temperatures

IN OUT
NA NO

- A. 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. Whole meat roasts held at a temperature of 54°C (130°F) or above

22. Proper cold holding temperatures

IN OUT
NA

- A. 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 raw eggs stored in 7°C (45°F) ambient air temperature

23. Proper date marking & disposition

IN OUT
NA NO

- A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT
NA NO

- B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

IN OUT
NA NO

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

Consumer Advisory

IN OUT
NA

25. Consumer advisory provided for raw or undercooked animal foods

Highly Susceptible Populations

26. 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

Chemical

IN OUT
NA

27. Food additives: approved and properly used

28. 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

29. 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 a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP Plan

IN OUT
NA

B. Operating in accordance with approved variance and/or HACCP plan as 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 Intervention/Risk Factors _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

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

Food Temperature Control

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

Food Identification

- IN OUT
37. Food properly labeled; original container

Prevention of Food Contamination

- IN OUT
38. Insects, rodents, & animals not present
- IN OUT
39. Contamination prevented during food preparation, storage & display
- IN OUT
40. Personal cleanliness
- IN OUT
41. Wiping cloths: properly used & stored
- IN OUT
42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Slash-resistant and cloth gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

Score: Number of disagreements for Good Retail Practices _____

ANNEX 3

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

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 29B of the *FDA Standardization Inspection Report* (ANNEX 2, Section 1).
Are monitoring actions performed according to the plan?
Yes No Describe under 29B 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	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.

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										

ANNEX 5

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 50 disagreements for all 8 establishments) with no more than 12 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 13, proceed to step 2.
- If the disagreements/establishment is equal to or greater than 13, 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 50 for 8 establishments, the Candidate passes.
- If the disagreements are greater than 50 for 8 establishments, the Candidate fails.
- If the disagreements are equal to or less than 37 for 6 establishments, the Candidate passes.
- If the disagreements are greater than 37 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 <i>Food Code</i> Interventions	9	12	12	5	2	2	3	1	46	
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 <i>Food Code</i> Interventions	12	12	13							
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:
Instructions: For the following Performance Areas circle the Level of Agreement.			
PERFORMANCE AREA	LEVEL OF AGREEMENT		
A. FOODBORNE ILLNESS RISK FACTORS AND <i>FOOD CODE</i> INTERVENTIONS	PASSES	FAILS	
B. GOOD RETAIL PRACTICES	PASSES	FAILS	
C. 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 standardization only)	Satisfactory	Unsatisfactory	
D. INSPECTION EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT	
E. COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT	

STANDARD'S SIGNATURE:

NAME (Print): _____ **NAME (Signature):** _____

Date: _____