

Record Keeping Policy & Procedures

Policy

Records will be kept to document how food is handled during its flow through the Food Service department.

Procedure

Employees involved in the production or service of food must record information needed to document food handling using the following procedures:

1. Follow all standard operating procedures, which include record keeping and documentation.
2. Identify when procedures should be modified due to food safety concerns that have been noted.

The food service employee will:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a file of support documentation, such as employee training records.
3. Maintain a file of records during the operation of the plan.
4. Place records where they are accessible to employees who need to use them.
5. Designate employees to complete the records.