

# HACCP PLAN MONITORING POLICY

## **Manager Responsibilities:**

1. Monitoring procedures for each SOP can be found at the bottom of each written SOP document.
2. The foodservice manager at each site will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
3. The manager will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)
4. Monitoring will be a constant consideration. However, the manager will use the Food Safety Checklist (LINK TO DIGITAL CHECKLIST) to formally monitor foodservice staff at least once per week. This list MUST be submitted via the [www.haccpbuilder.com](http://www.haccpbuilder.com) website and is recorded in a digital database for later review. Corrective Actions generated using the Food Safety Checklist as well as review consistency will be tracked and trended electronically and emails will alert the Foodservice Director and Site Managers to any problems or issues that must be addressed.

## **Foodservice Staff Responsibilities:**

1. Foodservice staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
2. Foodservice staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).