

# **HACCP REVIEW POLICY**

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The food service manager will review the food safety program at the beginning of each year and when any significant changes occur in the operation. Each time any changes occur, such as a new menu or inventory item is added, the food service director or kitchen manager will log onto [www.haccpbuilder.com](http://www.haccpbuilder.com) and update or edit the Plan. Additionally, the online HACCP record for each kitchen will be updated as soon as any such changes occur that are made online.

A HACCP Review Checklist will be available online (and in the printable HACCP Documentation for reference only) for formal semi-annual reviews. The final review information must be submitted electronically via the [www.haccpbuilder.com](http://www.haccpbuilder.com) website after completing the online HACCP Review Checklist.