

PROCEDURAL STEP 1

Develop Prerequisite Programs

Prerequisite programs may include such things as:

- Vendor certification and training programs (food safety training, yearly certifications of staff and facility, etc.)
- Allergen management (custom info procedures should be allowed here)
- Buyer specifications (Establishment requirements for vendors – I would leave this open ended so custom info can be entered)
- Recipe/process instructions (we have this already)
- Standard Operating Procedures (SOPs) – (we have this already – template and custom capability)

Basic prerequisite programs should be in place to:

- Protect products from contamination by biological, chemical, and physical food safety hazards (custom procedures can be entered here)
- Control bacterial growth that can result from temperature abuse
- Maintain equipment (add maintenance section under equipment survey section)

Prerequisite Programs to Control Contamination of Food

These procedures ensure that:

- Soiled and unsanitized surfaces of equipment and utensils do not contact raw or cooked (ready-to-eat) food
- Workers with certain symptoms, such as vomiting or diarrhea, are restricted or excluded
- Raw animal foods do not contaminate cooked (ready-to-eat) food
- Effective handwashing is practiced
- Eating, smoking, and drinking in food preparation areas are prohibited
- Water in contact with food and food-contact surfaces and used in the manufacture of ice is potable
- Toxic compounds are properly labeled, stored, and safely used
- Contaminants such as condensate, lubricants, pesticides, cleaning compounds, sanitizing agents, and additional toxic materials do not contact food, food-packaging materials, and food-contact surfaces
- Food, food-packaging materials, and food-contact surfaces are not contaminated by physical hazards such as broken glass from light fixtures, jewelry, etc.
- An effective pest control system is in place
- Hair restraints are used

HACCP Builder – Process Approach Procedures

- Clean clothing is worn
- The wearing of jewelry (other than a wedding ring) is prohibited

Prerequisite Programs to Control Bacterial Growth

These procedures ensure that all potentially hazardous food is received and stored at a refrigerated temperature of 41 °F or below. Note that the *Food Code* makes some allowances for specific foods that may be received at higher temperatures. The items addressed by this procedural step are the foundation by which your entire food safety management system is based. The success of any food safety management system is dependent on how well you control these basic sanitation issues in your establishment. With this in mind, consider how you can actively monitor the activities associated with the prerequisite programs to ensure that they are being implemented properly. If you decide to control certain items in your food safety management system through prerequisite programs, monitoring of the programs is recommended. Just as monitoring allows you to prevent, eliminate, or reduce hazards in your HACCP plans, monitoring may also allow you an opportunity to detect weaknesses in your prerequisite programs. If you see areas needing improvement, you should take corrective actions immediately.

Prerequisite Programs to Maintain Equipment

These procedures ensure that:

- Food-contact surfaces, including utensils, are cleaned, sanitized, and maintained in good condition
- Temperature measuring devices (e.g., thermometer or temperature recording device) are calibrated regularly
- Cooking and hot holding equipment (grills, ovens, steam tables, conveyer cookers, etc.) are routinely checked, calibrated, and operated to ensure correct product temperature
- Cold holding and cooling equipment (refrigerators, rapid chill units, freezers, salad bars, etc.) are routinely checked, calibrated, and operated to ensure correct product temperature
- Ware washing equipment is operated according to manufacturer's specifications
- Toilet facilities are accessible to employees and maintained