

Active Managerial Control Policy:

Business Name:

Effective Date:

Next Review Date:

Why this is important: To minimize the chance of foodborne illness occurring, safe food handling procedures must be followed. These procedures must include proper food preparation practices, effective cleaning and sanitizing of food contact equipment and surfaces, and strong personal hygiene and employee health practices.

PROCEDURES

Who does this apply to:

[Critical Elements: Describe who is responsible for this function in your food service establishment. Include these personnel in the development process.]

When will this be performed:

[Critical Elements: Describe when for this function is performed at your food service establishment]

Where does this take place:

[Critical Elements: Describe where for this function is performed at your food service establishment]

How is this completed:

[Critical Elements: Describe how for this function is completed at your food service establishment.]

Corrective Action:

[Critical Elements: Describe what corrective actions are taken if this function is found out of compliance.]

Monitoring Steps:

[Critical Elements: Describe how this function is monitored at your food service establishment. If you use monitoring logs, describe their use here.]

TRAINING

Training of Staff:

[Critical Elements: Describe how food employees are trained on this and by whom. Instructions should include initial and applicable refresher training]

VERIFICATION

Verification of Policy:

[Critical Elements: Describe who is responsible for verifying the policy is being followed, how the verification process is conducted, and how adjustments are made if the policy is not working]