

INSTRUCTION GUIDE

FOOD HANDLING EVALUATION RECORD LOG

The Food Handling Evaluation Record Log is a tool designed to help you evaluate the safe food handling practices of the products you sell. Every food item, whether the simple sale of a pack of gum or an elaborately prepared meal, has a handling procedure. By using this log you will be able to test and verify the appropriateness of your procedures for handling food in your operation.

When using the Food Log, please do not let the lines and block spaces limit how you use this form. You may use several lines to address one issue. The overall purpose of this form is to help you evaluate your food handling procedures, identifying needed changes to improve food safety or food quality. Copies of the blank form should be made for future use. The following is an overview of how the Food Log is intended to be used:

FOOD HANDLING PROCEDURE

The first block on this form is used to indicate the steps involved in handling a particular food item. Food handling procedures outlined below represent a simple flow of food. You may include more steps.

Purchasing/Receiving:	You may purchase food at a wholesale supplier and transport it to the food storage area or you may have it delivered to you by the supplier.
Storage:	Food has recommended or maximum holding periods to ensure safety or quality.
Preparation/Service:	Food may need to be portioned, prepared for cooking, mixed, or otherwise handled prior to offering food for sale or before additional handling of the food.
Cooking/Service:	Food that is cooked can be immediately served to the customer or can be held hot for future service.
Hot Holding:	Food held hot must be maintained at proper holding temperatures.
Cooling:	Cooling of hot food requires the use of equipment and procedures that will guarantee proper cooling of the food.
Reheating/Service:	All food reheated for hot food holding is required to be heated to 165° F° or above for at least 15 seconds.
Food Sale/Disposal:	The goal for your operation is to sell your products. When unused food is not sold it must be disposed of properly, can be donated, or may be used for your personal consumption.

CONTROL STANDARD/CCP

This block is for you to establish control standards for your operation. A control standard may also be a critical control point. Control standards often are temperature related, time related, or both. Your standard may be stricter than established standards. For example, you may choose to set your cold food receiving standard at 35°F instead of the legal requirement of no higher than 41°F.

CONTROL MEASUREMENT (BEFORE/AFTER)

This block is to record the measurement of what actually happened during the control step of the procedure. A control standard may be measured both before and after the food handling process, with an additional measurement of time. For example, you may take the temperature of a food before you reheat it, then take the temperature after it has been fully reheated, and record the time that it took to get from the first temperature to the second. You would compare your results to the control standard that you set to see if you met your objective.

ELAPSED TIME

This block is to record the time it took to perform the food handling procedure. For example, the time it took to receive your food items, the time that it took to achieve required cooking temperatures, and the time that it took to reheat an item to 165°F.

EMPLOYEE

This block is to designate what employee performs the specific food handling procedure. It is important that the employee assigned to the task fully understands the food handling procedure, control standard, control measurement, and elapsed time involved.

ADDITIONAL INFORMATION

This block can be used for additional food handling instructions, special notes, or suggested corrective action if the control standard is not met.