**SAFETY INSPECTIONS REPORT**

SANITATION STANDARD OPERATING PROCEDURES

This document provides food processors with examples of basic checklists to perform internal inspections of their food processing facilities. The ultimate goal of food inspections is to ensure the safety of all food products reaching commerce. To achieve this goal, a series of inspections are required before a HACCP inspection is performed. These pre-HACCP inspections may include the current Good Manufacturing Practices (GMPs), Good Agricultural Practices (GAPs) and Sanitation Standard Operating Procedures (SSOPs). Food processors may be able to obtain other inspection list examples by contacting their food inspectors. By doing this, they can better prepare facilities for formal inspection to comply with local, state and federal food laws and regulations. For further detail you can visit http://www.census.gov/retail.

**FOOD SAFETY INSPECTIONS**

The Food Safety inspection determines the hygiene conditions of the food establishment inspected. Traditional inspections focus on the general aspects related to visually inspected cleanliness and sanitation of equipment and facilities and the food handling habits of workers. This inspection is an important part of GMPs and the new federal requirements compliance However, a more thorough and effective inspection for the meat and poultry industries (USDA) and the seafood industry (FDA) is necessary to ensure compliance with HACCP-based programs and SSOPs.HACCP-based inspections or audits verify that a particular facility has included correct implementation of GAPs, GMPs, SSOPs and a HACCP program as necessary. These results in having a system that ensures the production of safe and wholesome food products. This publication contains sample forms of inspections for food establishments. Companies should develop their own inspection forms for intarnal purposes and continuous improvements. The forms can be computerized for easy rating calculations. Managers can then assess the status

of the company at any time. It is recommended that a professional be assigned the responsibility for auditing. This reduces the possibilities of misunderstanding audit reports. It is recommended that an assigned compeny person be with the inspector or auditor throughout the whole inspection to avoid misunderstandings at reporting time. Besides producing a safe and wholesome food product, self-inspections can help companies to optimize operation, thus reducing production costs. Start your regular inspection and control activities with all the necessary tools as indicated below in the Inspection and Control Tools List. Each inspection checklist has several questions that need to be asked and answered during the actual audit. Record each answer on the Monthly Inspection Record Sheets. Calculate the percentage of “good” answers. The ideal “clean and sanitized” establishment will have a score of 100%. The lower the score, the more opportunities for improvement.

**SCHEDULE**

Mon Tue Wed Thu Fri

1 2 3 4 5

A B C D E

**SALES INVESTIGATION TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yearly Inspection Records** |  |  |  |
|  | **2010** | **2011** | **2012** |
| **Nutrition** | **3000** | **3000** | **3455** |
| **Automobile** | **3000** | **4000** | **4321** |
| **Stuff** | **4000** | **2000** | **2345** |
| **Electronics** | **3500** | **3000** | **3421** |
| **Erection** | **4500** | **3500** | **4000** |

Count the total number of “good” answers and write this number down. You may want to develop your rating scale for the HACCP checklist .Problems found during an inspection should be recorded in a notebook and corrected as soon as possible before the next inspection. Avoid having the same probloms showing in your next inspection. Keep Monthly Inspection Record Sheets as document evidence of your food safety efforts...

BASIC INSPECTION TOOLS

1. Pen and pencil 9. Flashlight
2. Writing tablet 10. UV light (optional)
3. Notebook 11. Thermometer
4. Inspection forms 12. Copies of Laws and Regulations
5. Watch 13. Hair nets
6. Gloves
7. Aprons
8. Microbiological Sample Kit for
9. Total Plate Count (by 3M) (optional)
10. 9-Flashlight
11. 10- UV light (optional)
12. 11- Thermometer
13. 12-Copies of Laws and Regulations
14. 13-Hair nets

**SALE RECORD SHEET**

**POSTAGE & FEES PAID**

**Agency of the Tally**

**PERMIT NO. G-58**

Sale Manager Sample August 16, 2012

Invoice Listing

Invoice 2 Buyer 101 Smith, John 08/16/2000

Lot Count Animal ID Class Animal Notes No Sale Price

22 1 97202 Bull No $2,200.00

5 1 9559 Bull Lot #35 No $2,300.00

6 1 9562S Bull SAR A04A of 9562 033 No $1,700.00

Remarks: Check No. 4599; Deliver at earliest time available Lot Count 3

Invoice Total $6,200.00

Discount $500.00

**Delivery address**

International Cuisine Catering

2167 Old Mill Road

Grayslake, IL 60030