

Active Managerial Control Policy: Food Source

Business Name:

Effective Date:

Next Review Date:

Why this is important: An establishment has direct control over the quality and safety of its food once it has been received. If food is received and accepted that has been mishandled prior to receipt, it can impact the ability of a business to serve safe food. A business must be familiar with their food provider network and verify that only food that is in good condition is accepted.

PROCEDURES

Who does this apply to:

[Critical Elements: Describe who is responsible for food purchasing and receiving food deliveries in your food service establishment. Include these personnel in the development process.]

When will this be performed:

[Critical Elements: Describe when ordering and food deliveries are performed at your food service establishment]

Where does this take place:

[Critical Elements: Describe where food ordering and food deliveries are performed at your food service establishment]

How is this completed:

[Critical Elements: Describe how food orders are completed and how food deliveries should be received at your food service establishment. Regulation 3-201.11 requires all food to be obtained from sources approved by Law]

Corrective Action:

[Critical Elements: Describe what corrective actions are taken if food source/condition is accepted but is found to be outside of regulated requirements]

Monitoring Steps:

[Critical Elements: Describe how food source 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 policy 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]