



HACCP



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HACCP PLAN

What is HACCP?

HACCP, the Hazard Analysis Critical Control Point system, is a process control system that identifies where hazards might occur in the storage & food production process and puts into place stringent actions to take to prevent the hazards from occurring.

Why is HACCP Important?

HACCP is important because it prioritizes and controls potential hazards in food production which helps assure, protect, and strengthen public health & consumers.

Why do we use a HACCP Plan?

We use a HACCP Plan to help ensure that we maintain our Critical Control Points with checks and cross checks at each step of food production. These CCP provide due diligence and assure, protect, and strengthen public health & consumers.

What do we do to maintain & uphold HACCP standards?

- Identify & practice each CCP or Critical Control Point with critical limits, monitoring, corrective actions, verification and list of equipment.
- Train each employee on the System.
- Test & require certification from each employee who handles food.

What are the 7 Principles that serve as the foundation for a HACCP system?

1. *Conduct a hazard analysis*—Identification of potential hazards
2. *Identify the critical control points*—Establish critical limits for preventative measures with each Critical Control Points (CCP)
3. *Establish critical limits for preventative measures*—Establish monitoring procedures & requirements
4. *Establish CCP monitoring requirements*—Develop corrective action for loss of control
5. *Establish corrective actions*—Verification procedure to ensure proper monitoring
6. *Establish procedures for verifying*—Establish written procedure for employee training
7. *Establish effective recordkeeping procedures*—List of equipment/tools to/at control points

Receiving: CP #1

Critical limits:

Refrigerated goods are at 41 degrees Fahrenheit or less.

Dry goods have no tears or damaged cartons/cases.

Cans are not dented, rusting or bulging.

No damaged cartons/cases.

No leaking or other signs of damage.

Produce not moldy, discolored or visibly contaminated.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph; Viral: Norovirus

Monitoring Procedure:

What: Receiving temperatures and product condition.

How: Visual inspection, temperature checks with a stem thermometer recorded on the "Damaged Product Log."

Who: Chef or other designated chef/cook.

Frequency: Every delivery received.

Logs/records maintained for at least 6 months.

Corrective Action:

- Goods that are out of critical limits will not be accepted by the restaurant, they will be returned with the delivery person.
- All returned goods will be recorded on the "Damaged Product Log."
- Identify employee(s) and retrain

Receiving: CP #1 continued

Recording:

Damaged Product Log

Daily Temperature Measuring Device Accuracy Testing Record

Verification:

Chef will confirm all orders have been received within the control point and that any item not within critical limits have been returned/discarded and recorded on the "Damaged Product Log." Thermometers will be tested for accuracy daily on Daily Temperature Measuring Device Accuracy Testing Record.

Equipment:

Stem digital thermometer.

Available in Prep kitchen/receiving areas.

Dry Storage & Cold Hold: CCP #2

Critical limits:

Refrigerated items are stored in cooler at 38 degrees F or below, ambient temperature.

Frozen products are stored in freezer at zero degrees F or lower, ambient temperature.

Separate raw foods from cooked & ready to eat. Raw foods to be stored *below* ready to eat.

Refrigerated products held on clean shelves at least 6" off the floor.

Dry products stored on clean shelves in dry storage 6" off the floor.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph; Viral: Norovirus

Monitoring Procedure:

What: Cooler and freezer temperatures monitored & recorded on the "Cold Storage Log" for correct temperatures 3 times per day: opening, mid-day & closing.

How: Visual inspection, temperature checks with two thermometers inside units—one by door and one near the back of unit.

Who: Chef or other designated chef/cook.

Frequency: Shelves cleaned on a weekly rotation with food to be moved to another location, shelves cleaned and replaced. Dry storage organized daily.

Logs/Records maintained for at least 6 months.

Corrective Action:

- If food has been out of temperature zone for more than 2 hours, it will be discarded and recorded on "Daily Waste Log" with mechanical malfunction as reason for discard.
- Product will be moved to another unit to maintain correct temperature zone.
- Do a visual inspection to make sure the fans are not blocked or compromised.
- Check for tripped breakers and reset.
- Call a factory authorized technician to repair cooler/freezer.
- Limit access to compromised unit to retain temperatures as long as possible.
- Identify employee(s) and retrain.

Dry Storage & Cold Hold: CCP #2 continued

Recording:

Cold Storage Log

Daily Waste Log

Repair & Maintenance Log

Verification:

Chefs will verify "Cold Storage Log" three times a day and initial each day part.

Repairs are recorded on "Repair & Maintenance Log."

Food that is out of the CCP is recorded on the "Waste Log."

Equipment:

Two digital thermometers inside units—one by door and one near the back of unit.

Water bottle inside units for accurate recording of temperature—insert stem digital thermometer into water bottle to register temperature of unit.

Cooking: CCP #3

Critical limits:

Soups & sauces will be brought to a temperature of 165 degrees F or above for at least 15 seconds.

Raw vegetables are washed with cold water to remove any debris & contamination.

Hand contact is minimized by the use of gloves with gloves being changed frequently.

Hands washed frequently.

Hands are washed with soap & warm water for 30 seconds then dried with a paper towel.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph; Viral: Norovirus

Monitoring Procedure:

What: Cooking temperatures.

How: Visual inspection with stem digital thermometer will be used to read all temperatures.

Who: Chef or other designated chef/cook.

Frequency: Each batch.

Logs/Records maintained for at least 6 months.

Corrective Action:

- First action will be to continue heating items to correct internal temperatures.
- If food is outside of temperature and time limit, it will be discarded & recorded on "Cooking Log" & "Daily Waste Log."
- Identify employee(s) & retrain.

Cooking: CCP #3 continued

Recording:

Cooking Log

Daily Waste Log

Verification:

Internal temperature will be checked with stem thermometer.

Equipment will be checked for calibration & cooking.

Equipment will be maintained per manufacture's specifications.

Chef will check and initial and oversee proper food handling techniques on the "Cooking Log."

Equipment:

Stem digital thermometer, utensils, hand sink, soap, paper towels, gloves, grill, stove top & oven.

Cooling: CCP #4

Critical limits:

Food will be cooled to 70 degrees F or below within 2 hours & from 70 degrees F to below 38 degrees F within the following 4 hours.

Hot soups/sauces will be portioned at 3 quarts in a 4 quart bag, hot sealed & immediately following hot seal, placed in ice bath to cool rapidly.

Ice replenished throughout process as needed.

Label/date/initial/end date 7 days or less & place in walk-in cooler.

First In First Out (FIFO) rotation practiced.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph; Viral: Norovirus

Monitoring Procedure:

What: Cooling temperature

How: Chefs/Cooks do a visual inspection with stem thermometer and record on "Cooling Log."

How: Sealed bag will be placed on table, stem thermometer laid on center of bag, then fold over top half of bag to cover thermometer to temp.

Who: Chef or other designated chef/cook.

Frequency: Each batch and upon proper cooling, all items will be date marked & time stamped 72 hours or less.

Logs/Records maintained for at least 6 months.

Corrective Action:

- If products do not reach 70 degrees F within 100 minutes (less than 120 minutes), we will remove from bags & reheat to 165 degrees F or above for at least 15 seconds.
- Restart the cooling process to maintain CCP.
- If products do not reach 70 degrees F to below 38 degrees F within 4 hours, discard.
- If critical limits are breached, discard the product & record it on the "Daily Waste Log" with improper cooling as the reason.
- Discard all oxygen sealed packaged food that reaches date mark date after 72 hours.
- Identify employee(s) and retrain.

Cooling: CCP #4 continued

Recording:

Cold Storage Log

Cooling Log

Hot & Cold Prep Log

Daily Waste Log

Verification:

Chefs/Cooks will check all items during cooling process to make sure there is enough ice & item is cooling properly.

Chefs/Cooks will check "Cold Storage Log" throughout their shift to ensure correct temperatures/times.

Chefs/Cooks will check "Hot & Cold Prep Log" throughout their shift to ensure correct temperatures/times.

Equipment:

Stem digital thermometer, ice, seal bags, lexan & sink.

Cold Holding: CCP #5

Critical limits:

Prepped, bagged, cooled products will be held in walk in cooler at 38 degrees F or below.

Cooked food kept separate/above from raw food.

Prepped, bagged, cooled products will be held on shelves at least 6" off the floor.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph; Viral: Norovirus

Monitoring Procedure:

What: Walk in cooler temperature monitored for correct temperatures, 38 degrees F or below 3 times per day.

How: Visual inspection, temperatures & time will be recorded on the "Cold Storage Log."

Who: Chef or other designated chef/cook.

Frequency: The walk in will be checked in the morning—opening, mid-day, & closing.

Logs/Record maintained for at least 6 months. A data logger will be downloaded every 72 hours with the files saved on the Chef's computer.

Corrective Action:

- Do a visual inspection to make sure the fans are not blocked or compromised.
- Check for tripped breakers and reset.
- Call factory authorized technician to repair cooler/freezer.
- Limit access to compromised unit to retain temperatures as long as possible.
- Move food to cooler
- If food has been out of temperature zone for less than 2 hours, it will be discarded and recorded on "Waste Log" with mechanical malfunction as reason for discard.
- Discard all food that reaches date mark date after 3 days.
- Identify employee(s) and retrain

Cold Holding: CCP #5 continued

Recording:

Cold Storage Log

Daily Waste Log

Repair & Maintenance Log

Verification:

Chefs will verify refrigeration temperature on “Cold Storage Log” through the day and initial.

“Waste Log” will be utilized on a daily basis.

All repairs are recorded in “Repair & Maintenance Log.”

Equipment:

Two thermometers inside units—one by door and one near the back of unit.

Water bottle inside units for accurate recording of temperature—insert stem digital thermometer into water bottle to register temperature of unit.

Reheating: CP #6

Critical limits:

Rapidly reheat bagged food items to 165 degrees F or above for at least 15 seconds in less than 2 hours.

Bagged food items will be reheated in a stock pot with boiling water or a steamer in a perforated hotel pan.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph: Viral: Norovirus

Monitoring Procedure:

What: Cooking temperatures.

How: Visual inspection, temperatures & times recorded on the "Reheating Log."

Who: Chef or other designated chef/cook.

Frequency: Each batch.

Logs/Records maintained for at least 6 months.

Corrective Action:

- If food is not heated to 165 degrees F or above within the 2 hour window, it will be discarded.
- Discarded food will be logged on both the "Reheating Log" and "Daily Waste Log" as improper reheat as the reason for discard.
- Discard all food that reaches date mark date after 7 days.
- Identify employee(s) and retrain

Recording:

Reheating Log

Daily Waste Log

Verification:

Chefs will observe all reheating and confirm "Reheating Log" utilization.

Chefs will initial and date Log.

Equipment:

Stem digital thermometer, stock pot, steamer, & perforated hotel pan.

Hot Hold: CP #7

Critical limits:

Hot food on cooks line will be held at 150 degrees F or above.

Food is kept covered to maintain temperature.

Significant Hazards:

Bacteria and viruses that could cause illness from food: Clostridium botulinum, Listeria monocytogenes, Salmonella, E coli, Staph: Viral: Norovirus

Monitoring Procedure:

What: Hot holding temperatures.

How: Visual inspection, temperature will be recorded on the "Line Check Log."

Who: Chef or other designated chef/cook.

Frequency: Before each meal period.

Logs/Records maintained for at least 6 months.

Corrective Action:

- Food not to correct temperature will be reheated up to 165 degrees F or above in saucepan for at least 15 seconds, and then held at 150 degrees F or above.
- Identify employee(s) and retrain

Recording:

Line Check Log

Verification:

Chef will verify "Line Check Log" before each meal period and initial.

Equipment:

Stem digital thermometer.

