**Cook-Chill HACCP Plan Submission Checklist**

The following items are the minimum required support documentation for a cook-chill HACCP Plan. Plans submitted without the items listed below will not be accepted.

□ Waiver Request Form for cook chill special processes if **not** following processes listed in 2013 FDA Food Code under 3-502.12. If following exact procedures in 3.502.12 a waiver is not required.

□ List of equipment and materials used in the special process. I.e., bags, vacuum sealing machines, continuous electronic monitoring, etc.

□ List of all ingredients/menu items used in the special process. Ingredient proportions are not necessary.

□ Hazard Analysis Worksheet including all of the hazards of concern

□ Process Flow Diagram including all Critical Control Points

□ HACCP Worksheet for all Critical Control Points listed in the Process Flow Diagram

□ Training program or plan detailing topics and methods of training and Training Log

□ Labeling Standard Operating Procedure

□ Hand Washing SOP

□ Eliminating Bare Hand Contact with ROP Foods SOP

□ Cooking SOP and Cooking Log

□ Bagging SOP and Bagging Log

□ Cooling SOP and Cooling Log

□ Cold Holding SOP and Refrigeration Log

□ Hot Holding SOP and Hot Holding Log (only if holding in the bag)

□ Reheating SOP and Reheating Log (only if reheating bulk portions in the bag)

□ Thermometer Use and Calibration SOP and Thermometer Calibration Log

□ Cleaning and Sanitizing SOP

□ Personal Hygiene SOP

□ Transporting SOP and Transport Log (only if transporting ROP product to another outlet)

□ Employee Health Policy



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