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| **Farm Name:****Pre-operation InspectionSignature/date of Person writing plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_Signature/date of Supervisor review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Effective Date: \_\_\_\_\_\_\_Document #: \_\_\_\_\_\_\_Revision #: \_\_\_\_\_\_\_Revision Date: \_\_\_\_\_\_\_ |

**Policy**We perform regular pre-operation inspections.

**Purpose**
Pre-operation inspections help ensure that our core food safety requirements are adequately implemented.

**Responsible Parties**
Team Supervisors are responsible for conducting pre-operation inspections.

**Overview**
The pre-operations inspection program covers the following areas:

* Personal Hygiene
* Cleaning, Equipment & Hazardous Substances
* Garbage & Recycling Storage and Disposal
* Storage Areas

This procedure covers completing and documenting the inspection.

**Detailed Procedures**

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| Step | Action |
| 1 | Start a new Daily Food Safety Pre-Operational Checklist at the beginning of each day shift. - Enter Date  |
| 2 | When completing the checklist place a: - check ( ) in the column if the standard is met and -  an “N” in the column if the standard is **not** met  |
| 3.  | Any “N” response requires note of corrective action taken. Record any corrective actions in the designated section.  |
| 4. | During check – in/at the beginning of the shift observe staff and confirm meeting hygiene standards. Record results of observation on checklist in applicable column for your shift:  |
| 5. | Twice a day, at start of day and mid day, walk around the packing shed and break area, checking each item on the checklist. Indicate results of inspection. (See step 2) Additional detail may be found in the applicable SOPs: *Product Handling and Storage* and *Staff Cleaning Responsibilities.* |
| 6. | Initial in the lower right-hand corner of the checklist upon completion of the inspection.  |
| 7. | Place in Operational binder in the office.  |
| 8. | Food safety manager signs the form and takes any needed actions.  |