

How robust are your restaurant's food safety policies and procedures? To analyze how you are doing, select a task from the second column of the chart. Each is aligned to chapters of the ServSafe Manager program where applicable. For each task for which you have a written policy, indicate whether the policy addresses each of the eight items in the columns to the right of the task. If any items are missing from your policy, revise it to include the necessary information.



This is an ongoing process and one which will lead to more effective food safety practices throughout your operation.

Policies and Procedures GAP Analysis

		If Yes, does the Policy Contain This information:								
		Have a Written Policy	Purpose Statement	Scope Statement	Defined Procedure	Process for Monitoring	Corrective Actions Employees Can Take	Process for Record Keeping	Record of Employee Training	Being Reviewed on Periodic Basis
The Safe Food Handler	Personal Hygiene Practices									
	Washing Hands									
	Single Use Gloves									
	Reporting Health Issues									
The Flow of Food: Purchasing, Receiving and Storage	Receiving Deliveries									
	Labeling and Date Marking Food									
	Preventing Cross-Contamination During Storage									
The Flow of Food: Preparation	Controlling Time and Temperature During Preparation									
	Cooking Foods									
	Cooling Foods									
	Reheating Foods									
	Accommodating Customers with Food Allergies									
	Using and Calibrating Thermometers									
The Flow of Food: Service	Preventing Cross-Contamination During Preparation									
	Hot and Cold Holding									
	Serving Food									
	Using Time as a Public Health Control (TPHC)									
	Using Suitable Utensils When Handling Ready-to-Eat									
Cleaning and Sanitizing	Transporting Food for Catering									
	Preventing Contamination at Buffets									
	Cleaning and Sanitizing Food Contact Surfaces									
Additional Policies	Storing and Using Chemicals									
	Handling a Food Recall									
	Production that Requires a Variance									