

Week 4  
**Mc**

## MAINTAIN YOUR COMMITMENT Monitoring your FSMS

Once SOPs for a Food Safety Management System are in place, it is vital that proper monitoring be done on a regular basis to ensure the process is effective. Employees should use forms to record and report critical data pertinent to each food safety task. Here are some practice forms to illustrate effective monitoring procedures. Use the questions listed below each inspection log for pre-shift discussions to ensure that employees know information specific to your operation. (Please note: this activity has no answer sheet, as responses will vary by operation.)

### Daily Inspection Sheet

#### Handwashing and Employee Hygiene

##### Employee doesn't show any symptoms of being sick or ill

Time	Acceptable (Y/N)	Notes	Corrective Action
_____	_____	_____	_____
_____	_____	_____	_____

**“What symptoms would cause you to insist that an employee leave work? Discuss your response with your manager.”**

##### Company Approved Soap is Being Used and Soap Dispenser is Adequately Filled

Time	Acceptable (Y/N)	Notes	Corrective Action
_____	_____	_____	_____
_____	_____	_____	_____

**“What kind of soap does your operation use at its handwashing station? Where is it stored? Share your response with your manager.”**

#### Hot Holding Temperature Inspection

Time	Unit ( <i>buffet, warming rack, make table</i> )	Temp	Food Item	Corrective Action
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**“What corrective action do you take if the food item is not at the correct temperature? Discuss your response with your manager.”**

#### Thermometer Calibration

Time	Thermometer Type	Temp	Corrective Action
_____	_____	_____	_____
_____	_____	_____	_____

**“What method of calibration does your operation use? Discuss your response with your manager. Demonstrate that method to your manager or a fellow employee.”**

