



# Standard Operating Procedures and Best Practices Chart

Standard operating procedures	Tools or equipment required? Y/N	Written policy?
<b>Foodborne illness</b>		
Food handlers should understand the types of pathogens that can cause foodborne illness and the control measures that will reduce the risks.	No	No
Keep a current list of the ingredients in all menu items and ensure all staff members are aware of allergy issues.	Yes – list	Yes
Foodborne illness complaints should be recorded and reported to the health authority.	Yes – report forms	Yes
<b>Employee hygiene and illness</b>		
Communicate and enforce a clear and consistent food handler hygiene policy	Space for workers to change their clothes, light coloured uniforms	Yes
All food handlers should wash their hands thoroughly and frequently	Properly equipped handwashing sinks, posters/reminders	Yes
Employees should never handle food when ill	No	Yes
<b>Receiving, storage and transportation</b>		
Employees responsible for receiving and storing should understand the importance of following proper procedures and have the tools they need to follow them correctly.	Yes—logs, thermometers, safety equipment such as dollies and gloves, list of approved suppliers	Yes
When transporting food off the premises, ensure that it leaves the premises and arrives at the destination at a safe temperature.	Yes—portable hot holding and cold holding equipment, thermometers, temperature logs, suitable vehicle	Yes
<b>Premises</b>		
Have sufficient storage space for all supplies to allow for stock rotation and separate storage for chemicals.	Yes—shelving, adequate space, cabinet for chemicals	No
Dispose of waste properly.	Yes—appropriate garbage cans, heavy duty garbage bags, outdoor garbage disposal, grease traps	No
Ensure that properly equipped, designated handwashing sinks can be easily accessed from all food preparation areas.	Yes—sinks, liquid soap in a dispenser, single use paper towels, hot and cold water under pressure	No

<b>Standard operating procedures</b>	<b>Tools or equipment required? Y/N</b>	<b>Written policy?</b>
Have adequate dishwashing facilities to handle the business' needs at its busiest times.	Yes—sanitation plan	Yes—sanitation plan
<b>Equipment</b>		
Have a regular equipment maintenance program in place.	Yes—logs and contact info	Yes
Ensure a supply of good quality, properly calibrated thermometers.	Yes—thermometers	No
Monitor all chilling and heating equipment—coolers, freezers, hot- holding units, dishwashers, etc., to ensure that they are maintaining correct temperatures.	Yes—logs and contact information, built-in and hanging thermometers	Yes
<b>Pest control and sanitation</b>		
Call a professional pest control expert if you suspect a pest infestation.	Contact information for pest control	No
Prepare and use a sanitation plan that includes a list of chemicals kept on the premises and a flexible and realistic cleaning schedule.	Yes—sanitation plan	Yes—sanitation plan