

Active Managerial Control Policy: _____

Business Name:	
Effective Date:	
Next Review Date:	
Why this is important:	

PROCEDURES

<p><u>Who does this apply to?</u></p> <p>Describe who is responsible for this process in your food establishment. Include these people in the development of your procedures for this process.</p>	
<p><u>When will this be performed?</u></p> <p>Describe when this process will be performed at your food establishment.</p>	



<p><u>Where does this take place?</u></p> <p>Describe where this process will be performed at your food service establishment.</p>	
<p><u>How is this completed?</u></p> <p>Describe the critical limits that apply to this process. If applicable, provide details about utensils or instruments used to verify critical limits.</p>	
<p><u>Corrective Action</u></p> <p>Describe the corrective actions that will be taken if this process is found to be out of compliance. If applicable, provide details regarding how food items are replaced.</p>	
<p><u>Monitoring Steps</u></p> <p>Describe how this process is monitored at your food establishment. If your establishment maintains logs related to this process, describe how they are used.</p>	



TRAINING

Training of Staff

Describe how food employees are trained in this process. Identify the people responsible for providing training on this policy. Provide details regarding initial training as well as subsequent refresher trainings.

VERIFICATION

Verification of Policy

Describe who is responsible for verifying that this policy is being properly followed. Provide details regarding how the verification process is conducted. Include a description of how adjustments are made if the policy is not working.