

**APPENDIX C. MODEL FORMS**

- C-1 INTRODUCTION**
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TEMPORARY FOOD ESTABLISHMENT**
- C-6 HAACP INSPECTION DATA FORM**

**C-1 INTRODUCTION**

This section provides the forms necessary to carry out sanitation inspections, medical screening, and temporary food establishment permitting procedures prescribed in this chapter. A model HACCP Inspection Data form has also been included. All forms are intended to be reproduced locally.

**C-2 FOOD ESTABLISHMENT INSPECTION REPORT**

**C-3 FOOD ESTABLISHMENT INSPECTION GUIDE**

**C-4 MEDICAL SCREENING FORM**

**C-5 REQUEST FORM FOR PERMIT TO OPERATE A  
TEMPORARY FOOD ESTABLISHMENT**

**C-6 HAACP INSPECTION DATA FORM**





# CHAPTER 1, FOOD SAFETY

## FOOD SERVICE INSPECTION GUIDE

### List of Frequent Discrepancies (Critical Items marked with \*)

#### MANAGEMENT AND PERSONNEL

- 2-1.1 Person in Charge designated/on premises.\*
- 2-1.2.1.A Person in Charge able to demonstrate knowledge.\*
- 2-1.2.2 Food service personnel training current and documented in training records.\*
- 2-2.5.1 Food service personnel physicals current.\*
- 2-2.5.2 Personnel performing food preparation free of communicable disease.\*
- 2-3.1 Hands washed, good hygienic practices (observed).\*
- 2-4.1.1 Proper hygienic practices, eating/drinking/smoking prohibited (evidence).\*
- 5-7.2(B) Hand washing facilities provided with adequate soap, hot/cold running water, hand drying single use towels/dryer\*
- 2-3.4, 2-4.2 Clean clothes, hair restraints.
- 2-3.1.4(B) Hand washing signs posted.
- 2-3.5 Clothing and other personal items absent from food service areas.

#### FOOD PROTECTION

- 3-2 Gross contamination, equipment, personnel, storage\*
- 3-2 Potential for cross contamination; storage practices; damaged foods segregated.\*
- 3-5.6.2 Leftover foods correctly dated, stored, and served; no unauthorized, or frozen leftovers present.\*
- Advanced Prepared potentially hazardous foods which are not served immediately:
- 3-5.3 Held at or above 140°F.\*
- 3-5.3, 3-5.6 Kept at or below 41°F.\*
- 3-5.3, 3-5.6 Not held more than 4 hours between 41°F and 140°F.\*
- 3-5.6(E) Labeled with date and time of preparation.\*
- 3-5.6, 3-4 Food and corresponding temperatures within standards.\*
- 3-2 Food protection during storage, preparation, display, service, transportation adequate.
- 3-2.1 Foods handled with minimum manual contact.
- 3-5.11(E), 4-7.9,3-5.12 In use food dispensing utensils properly stored.

#### FOOD AND MILK SOURCES

- 3-1.2.1(B)(1) Procured from an approved source.\*
- 3-1.2.1(B)(3) Wholesome and in sound condition.\*

#### FOOD EQUIPMENT AND UTENSILS

- 4-4.4 Food contact surfaces properly cleaned and sanitized.\*
- 4-4.4 Ware washing sanitizing temperature \_\_\_\_ °F.\*
- 4-4.1 Ware washing sanitizing concentration \_\_\_\_ ppm.\*
- 4-1 Food and nonfood contact surfaces designed, constructed, maintained, installed and located.
- 3-4.2(A) Accurate easily readable thermometers conspicuously located in all refrigerated spaces.
- 3-4.1(H) Only food items stored in food storage spaces.
- 4-1 Food service equipment and utensils meet standards and are properly installed.

#### TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOODS

- 3-4.2 Cold food at proper temperatures during storage, display, service, transport, and cold holding.\*
- 3-4.3 Hot foods at proper temperatures.\*
- 3-5.2, 3-5.6 Foods properly cooked and/or reheated.\*
- 3-5.6 Foods properly cooled.\*
- 3-4.2.A(3) Refrigeration Units maintain proper temperatures.\*
- 3-4.6 Protected from decayed foods, contamination, and spoilage.\*
- 3-5.7, 3-4.2 Frozen foods stored properly 0°F. or below, correctly thawed and not refrozen.\*
- 3-4.2(A) Thermometers provided and conspicuously placed.

# CHAPTER 1, FOOD SAFETY

## FOOD EQUIPMENT AND UTENSILS (Continued)

- 4-2.1 Equipment and utensils properly air dried, handled and stored after being washed.
- 4-7, 5-5.4 No unauthorized supplies present or in use such as dishcloths, dish mops, soap, or steel wool.
- 3-4.2, 4-1 Refrigerated storage spaces are properly constructed, installed, and cleaned.
- 3-4.2 Refrigerated storage spaces free of excess frost/ice accumulation.
- 3-4.2 Refrigerated storage spaces maintained within proper temperature range.
- 4-7 Food service equipment and utensils properly maintained, serviced, cleansed, and sanitized.
- 4-2.19.1 Manual ware washing accomplished in three compartment sinks, equipped with sanitizing capability.
- 4-2 Automatic ware washing machines meet NSF standards or equivalent, properly cleaned, maintained, and operated with approved ware washing and sanitizing agents.

## FACILITY STRUCTURE AND HOUSEKEEPING

- 5-10.1 Toxic items properly stored.\*
- 5-10.2 Toxic items labeled and used properly.\*
- 5-3.2 Rooms and equipment vented as required.
- 5-5.4 Cleaning gear/supplies properly stored.
- 5-2, 5-5 Floors, walls, ceilings, and attached equipment properly constructed, cleaned, drained, covered.
- 5-3.1 Lighting provided as required, fixtures shielded

## SEWAGE AND PLUMBING

- 5-6.1 Water source safe, hot and cold under pressure.\*
- 5-6.3, 5-6.4 Sewage and wastewater disposed properly; cross connections, back siphonage, backflow prevented.\*
- 5-7.1, 5-7.2 Toilet, hand washing sinks, and locker rooms located and equipped properly.\*
- 5-6.4 Adequate air gaps provided on required equipment.
- 5-6.1 Plumbing installed and maintained.

## GARBAGE AND SOLID WASTE DISPOSAL

- 5-8.1 Containers covered, adequate number, insect and rodent proof, emptied at proper intervals, clean.
- 5-8.2 Outside storage area clean, enclosure properly constructed.

## INSECT AND RODENT CONTROL

- 2-4.3, 5-9.2 Presence of insects/rodents; animals prohibited.\*
- 5-9.2 Outer openings protected from insects, rodent proof.\*
- 5-9.3 Pest control programs being carried out by certified pest control personnel.\*

## SAFETY

- 6-5 Facility free of recognized hazards that are causing or likely to cause death, or serious harm to employees and/or patrons.\*

## MAINTENANCE OF SPACES AND/OR GROUNDS

- 2-3.5, 5-5 Premises maintained free of litter/unnecessary articles



CHAPTER 1, FOOD SAFETY

Food Facility  
Special Event Application

To Obtain a Permit to Operate a Food Concession or,  
Operate a Temporary Food Establishment

Complete this application and submit to the Preventive Medicine Authority at least 30 days prior to the start of the event.

- 1. Event: \_\_\_\_\_
- 2. Location: \_\_\_\_\_
- 3. Dates: (include set up) event: \_\_\_\_\_ set up \_\_\_\_\_
- 4. Name(s) of Sponsoring Organization and Telephone numbers.  
\_\_\_\_\_
- 5. POC Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

6. List all foods to be served: include where food will be prepared, who will prepare the items:

<u>Food</u>	<u>Prepared by/where</u> <u>temperature holding method/equipment</u>
_____	_____
_____	_____
_____	_____
_____	_____

(potentially hazardous food must be kept hot, 140°F or cold, below 41°F.)

- 7. If potentially hazardous food is transported to the event, what is the length of time in transport? \_\_\_\_\_ How will the food be transported? \_\_\_\_\_ How will the food be kept hot or cold? \_\_\_\_\_
- 8. Food Source. \_\_\_\_\_

9. Hand washing facilities, including location in relation to food service and preparation: \_\_\_\_\_

***Section below to be completed by the PMA***

Approved  Disapproved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Special restrictions or requirements: \_\_\_\_\_

**MANUAL OF NAVAL PREVENTIVE MEDICINE**

**HACCP INSPECTION DATA FORM**

EST. NAME:	INSPECTOR:
DATE:	TIME IN: :AM/PM      TIME OUT: :AM/PM
Record all observations below - transfer violations to Inspection Report	

**FOOD TEMPERATURES/TIMES/OTHER CRITICAL LIMITS**  
Use Additional Forms If Necessary

FOOD STEP	1.	CRITICAL LIMIT	2.	CRITICAL LIMIT	3.	CRITICAL LIMIT	4.	CRITICAL LIMIT
A. SOURCE								
B. STORAGE								
C. PREP BEFORE COOK								
D. COOK								
E. PREP AFTER COOK								
F. HOT/COLD HOLD								
G. DISPLAY/SERVICE								
H. COOL								
I. REHEAT								

**OTHER FOOD TEMPERATURES OBSERVED** Use steps from above for location

FOOD	TEMP □C/□F	STEP	FOOD	TEMP □C/□F	STEP	FOOD	TEMP □C/□F	STEP

**CHAPTER 1, FOOD SAFETY**

**MANAGEMENT/PERSONNEL OBSERVATIONS**

**OTHER FOOD OBSERVATIONS**

**EQUIPMENT, UTENSILS, AND LINEN OBSERVATIONS**

**WATER, PLUMBING, AND WASTE OBSERVATIONS**

**PHYSICAL FACILITIES**

**POISONOUS OR TOXIC MATERIALS OBSERVATIONS**