



July 2005



Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments

(This document is also available in [PDF](#) (615 Kb))

*Additional copies are available from:
Office of Compliance
Division of Cooperative Programs (HFS-625)
Center for Food Safety and Applied Nutrition
Food and Drug Administration
5100 Paint Branch Parkway
College Park, MD 20740
(Tel) 301-436-2350*

U.S. Department of Health and Human Services
Food and Drug Administration
Center for Food Safety and Applied Nutrition
[July 2005]

Table of Contents

- [Chapter 1 - Introduction](#)
 - Purpose and Scope
 - Who has the responsibility for ensuring safe food?
 - What is my health inspector's role in helping me to prevent foodborne illness in my establishment?

- How can this manual help me to prevent foodborne illness?
 - How was this manual prepared?
 - Who regulates me?
 - Is it a requirement that I implement a food safety management system based on HACCP principles?
 - What do I need to assist me in using this manual?
 - Background
 - What are the retail and food service industries?
 - What are food safety hazards?
 - What are foodborne illness risk factors?
 - What is meant by active managerial control?
 - The Use of HACCP as a Food Safety Management System
 - What are the seven HACCP principles?
 - How can HACCP principles be used in retail and food service operations?
 - Summary
- **Chapter 2 - The Process Approach**
 - Applying HACCP Principles to Retail and Food Service
 - What is the process approach?
 - What is the flow of food?
 - What are the three food preparation processes most often used in retail and food service establishments?
 - Process 1 - Food Preparation with No Cook Step
 - Process 2 - Preparation for Same Day Service
 - Process 3 - Complex Food Preparation
 - Danger Zone Diagram
 - The Hazard Analysis
 - Determining Risk Factors In Process Flows
 - Facility-wide Considerations
 - Food Preparation Process 1 - Food Preparation with No Cook Step
 - Food Preparation Process 2 - Preparation for Same Day Service
 - Food Preparation Process 3 - Complex Food Preparation
- **Chapter 3 - Developing Your Food Safety System**
 - Getting Started
 - What is food safety team?
 - How To Use This Manual
 - Procedural Step 1: Develop Prerequisite Programs
 - Prerequisite Programs to Control Contamination of Food
 - Prerequisite Programs to Control Bacterial Growth
 - Prerequisite Programs to Maintain Equipment
 - Procedural Step 2: Group Your Menu Items/Products
 - Table 1: Process-Specific Lists
 - Procedural Step 3: Conduct a Hazard Analysis
 - Procedural Step 4: Implement Control Measures in Prerequisite Programs or at CCPs in Your HACCP Plans **and** Establish Critical Limits
 - Common Operational Steps Used in Retail and Food Service
 - Receiving

- Storage
 - Preparation
 - Cooking
 - Cooling
 - Reheating
 - Holding (Hot, Cold, or Time)
 - Set Up, Assembly, and Packing
 - Serving/Selling
 - Procedural Step 5: Establish Monitoring Procedures
 - Procedural Step 6: Develop Corrective Actions
 - Procedural Step 7: Conduct Ongoing Verification
 - Frequency of Verification
 - Verification - Examples
 - Procedural Step 8: Keep Records
 - Special Considerations Regarding Records
 - Procedural Step 9: Conduct Periodic Validation
 - Validation Worksheet
 - Conclusion
-
- [Glossary](#)

 - [Annex 1 - Resources and References](#)
 - Agencies
 - Articles
 - Books
 - FDA Publications and Federal Regulations

 - [Annex 2 - Seafood References](#)

 - [Annex 3 - Hazard Analysis](#)

 - [Annex 4 - Sample Haccp Tables](#)

[HACCP](#)

[CFSAN Home](#) | [CFSAN Search/Subject Index](#) | [CFSAN Disclaimers & Privacy Policy](#) | [CFSAN Accessibility/Help](#)
[FDA Home Page](#) | [Search FDA Site](#) | [FDA A-Z Index](#) | [Contact FDA](#)

FDA/Center for Food Safety & Applied Nutrition
Hypertext updated by [las/cjm/dms](#) July 21, 2005