



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Self Inspection for Continuous Quality Improvement

Policy: The restaurant will have an on-going process in place for self inspection/evaluation for the purposes of continued quality improvement.

Procedure: Members of the food safety team will:

1. Develop a self-inspection process to be used for ongoing evaluation of the restaurant.
2. Develop forms for conducting self inspections.
3. Develop a regular schedule for conducting self inspections.
4. Conduct independent self inspections.
5. Meet after each self inspection to discuss the outcomes.
6. Develop corrective action as needed.
7. Document the process.

The restaurant manager will:

1. Participate in the food safety team meetings as appropriate.
2. Review reports of the food safety team.
3. Provide support for taking appropriate corrective action. This may include support for training, new equipment, etc.

Policy last revised on: _____