

U.S. DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE

**SANITATION SOP'S -- BASIC COMPLIANCE CHECKLIST**

|                    |                   |                     |
|--------------------|-------------------|---------------------|
| ESTABLISHMENT NAME | ESTABLISHMENT NO. | IMPLEMENTATION DATE |
|--------------------|-------------------|---------------------|

*Use this checklist to document findings of noncompliance with the requirements set out in FSIS Directive 5000.1, Part Three, Paragraph II.B.*

|                     | REQUIREMENT  | YES<br>(✓) |
|---------------------|--|------------|
| 1. SANITATION SOP'S | The establishment does not have written Sanitation SOP's that describe the procedures the establishment conducts daily to prevent direct contamination or adulteration of product (s) (§ 416.12 (a)).  |            |
|                     | The Sanitation SOP's do not identify which of the procedures are pre-operational procedures (§ 416.12 (c)).  |            |
|                     | The pre-operational procedures do not address (at a minimum) the cleaning of food contact surfaces of facilities, equipment, and utensils (§ 416.12 (c)).  |            |
|                     | The Sanitation SOP's do not specify the frequency with which the establishment will conduct each procedure (§ 416.12 (d)).   |            |
|                     | The Sanitation SOP's do not identify the establishment employee or employees responsible for implementing and maintaining specified procedures (§ 416.12 (d)).   |            |
| 2. RECORDKEEPING    | The establishment does not have identified records that, on a daily basis, document implementation and monitoring of the Sanitation SOP's and any corrective actions taken (§ 416.16 (a)).   |            |
| 3. DATED SIGNATURE  | The individual with overall authority on-site or a higher level official of the establishment did not sign and date the Sanitation SOP's<br><br>(1) upon initial implementation, or<br><br>_____<br><br>(2) upon a modification<br><br>(§ 416.12 (d)). |            |