

HACCP-Based SOPs

Production Log

Instructions: School nutrition employees will record the date, product name, start and end time of production, the two temperature measurements taken, any corrective action taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the log daily. Maintain this log as directed by your State agency.

Date	Start Time	Product Name	Temp #1	Temp #2	Amount Prepared	Corrective Actions	End Time	Employee Initials	Verified By/Date