Oregon Health Authority

Special Processes Guidance #10

PUBLIC HEALTH DIVISION

VARIANCE REQUIRED

Mobile Unit Catering
Hazard Analysis of Critical Control Points (HACCP)
Checklist for Operators

When thinking about your HACCP plan, a good place to start is by writing out your entire process as if you were explaining it to a new employee and the plan was all they had to make your product correctly from start to finish. Which steps are critical to making a safe process (critical control points and critical limits)? What should they do if something goes wrong at one of these steps (corrective actions)? How will you know they did it correctly (logs)? And who will ensure they did it correctly (verification)?

A mobile unit without a licensed restaurant/commissary may only provide catering services if:

1. The unit is equipped with commercial grade refrigeration,
2. Obtains a variance from OHA, and
3. Provides only single-use articles for use by consumers

Before a plan may be approved a mobile unit must have a satisfactory inspection history for the past year

Please include these items in your variance application submission:

- ☐ Variance request application form
- ☐ Copies of your last two semi-annual inspections
- ☐ Copy of your catering menu
- ☐ Name of each food product(s) you are planning to make in advance and cool
- ☐ Name of each food that will be par-cooked prior to an event
- ☐ A list of all refrigeration units with the dimensions of each unit (depth, width, and height)
- ☐ List of specifications for refrigeration units (brand and type)
- ☐ Type of thermometer or thermocouple that will be used for checking food temperatures

- □ Explanation of designated work area for catering preparation
- □ Explain how you will ensure that this will not interrupt your normal mobile unit operations
- □ Maximum number of meals you plan to serve at a catering event
- □ Explain your service model (buffet style, single plate settings, etc.)
- □ Number of catering events you anticipate providing food for annually
- □ A step-by-step description of how the food is prepared, cooked, cooled, held cold, finished, etc. (the food flow) for your catering menu items.
- □ Explanation of how you will handle leftovers
- □ Pictures from all angles of the inside of the mobile unit

Include statements attesting:

- □ An approved, signed copy of the plan will be kept on the premises for review by the regulatory authority
- □ The regulatory authority will be informed in advance of any significant changes in the process that may affect the accuracy or effectiveness of the plan
- □ Only single-use utensils and dishware will be used by consumers while catering

Appropriate Standard Operating Procedures (SOP) including, but not limited to; procedures minimizing bare hand contact with ready-to-eat foods, handwashing protocols, thermometer calibration, and how cross contamination between raw and ready-to-eat foods will be prevented. Also include a list of equipment and materials used in the process (ex: ice wands, ice machine). Describe how equipment is cleaned and sanitized and how often. Outline how new staff will be trained on proper procedures for your process.

Identification of the most important food safety control(s) for your cooling process. Each of these important food safety controls is called a Critical Control Point (CCP). CCPs can include; cold holding, cooking, cooling and final cook temperatures.

For Each Critical Control Point:

Identify acceptable levels. These levels are called Critical Limits (CLs). Critical Limits must be things you can measure. Examples are refrigeration temperature (41F or less), cooling time and temperatures (135F-70F in 2 hours and 70F-41F in four hours), par-cooking of product procedures, final cooking temperatures, etc...

Describe how the CLs will be measured. Include who will measure, how they will measure and when they will measure.

Who will verify that the measurements and procedures are correctly documented and followed? How often will this be done?

What are the actions taken by the person in charge if the critical limits for each critical control point are not met? Corrective actions need to be specific to the critical limit. For example, what will you do when the food is above 41F?

Include samples of the logs that will be used to keep track of the measurements, verify the procedures are correct, and record corrective actions when critical limits are not met. A single form could be used for all Critical Limit documentation.

Provide a food safety training program that shows employees and supervisors know how to perform the steps in this plan, how to use the necessary equipment and how to implement corrective actions.

This checklist must be complete before submission to OHA

Food Flow Example

Food received

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Refrigerated

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Cooked/Prepared

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Cooled

↓

Cold storage

↓

Reheat

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Hot holding

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Served