

# Topic Outline and Attendance Record

Facility \_\_\_\_\_ Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Topic: ***Introduction to HACCP***

Outline (lesson plan) or summary of material presented:

1. Explanation and definition of HACCP.
2. Bacteria that can cause foodborne illness.
3. The (seven) steps in the HACCP system.
4. Definitions.
5. Explanation and application of HACCP principles.
6. What are potentially hazardous foods?
7. Safe food handling and storage.
8. Cold storage chart.
9. Calibrating thermometers.
10. Cleaning and sanitizing.

Presentation Method:

Resources: HACCP reference material.

Comments and/or Evaluation:

\_\_\_\_\_  
Signature and Title of Instructor

Name	Position
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Name	Position
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____