

Area Agency on Aging District 7, Inc.
MEAL SERVICE PROGRAMS
Policy and Procedures

Policy Name: Internal Quality Control
Policy #: MSP-002
Reference: Rule 173-4-04 (11)(a)
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Policy: On a quarterly basis, all nutrition providers will complete the Internal Quality Control report and submit it to the AAA7 Registered Dietitian.

Procedures:

- 1) All nutrition providers will complete the Internal Quality Control Report consisting of the following:
 - a) Sanitation and Safety Inspection (3 pages)
 - b) Internal Quality Control Audit Form (2 pages)
 - c) Internal Quality Control Audit – Test Tray (1 page)
 - d) In-Service Records
- 2) The Internal Quality Control Report documents will be submitted to AAA7 on March 31, June 30, September 20 and December 31.
- 3) Submissions will be reviewed by the AAA7 Registered Dietitian and contact made with the provider if further information is needed.
- 4) Provider will maintain copies of each submission to be included as part of the Continuous Improvement Plan submission on March 30 of each year.

Internal Quality Control Audit

Procedure: To be performed by management on a quarterly basis with the intent to reveal and resolve areas of concern in the meal service to consumers. Audit tools include: sanitation and safety inspection form, test meal form, and internal quality control form.

Purpose: To assess the following:

1. Kitchen sanitation
2. Food storage methods
3. Food handling techniques
4. Appearance of meals
5. Nutritional value of meals (menu, cooking times, leftover usage, portion control)
6. Food temperatures
7. Ingredient files
8. Staff in-servicing

Sanitation & Safety Inspection by	Location		Date
	YES	NO	NOTES
Initial Review			
1. Hand washing procedures posted by hand washing sink			
2. Step can present at hand washing sink			
3. Hands washed when entering kitchen and before beginning any food preparation			
4. Gloves worn per policy			
5. Employees have clean hands and no nail polish or artificial nails			
6. No open wounds or ill employees			
7. Hair properly restrained			
8. Clothing/aprons are clean and appropriate			
9. No smoking, eating, drinking in food prep area			
Storerooms			
1. All items covered, labeled and dated			
2. All items are stored 6" from floor and 18" from ceiling			
3. Food items rotated: first in, first out			
4. Cleaning supplies stored separately from food products			
5. Dented cans placed in designated area for return to vendor			
6. Shelves/Racks are clean, free of dust			
7. Walls, floors, ceilings, vents and doors are clean			
8. No insects, rodents present			
Refrigerators			
1. All food covered, labeled and dated			
2. All expired items (greater than 7 days) are discarded			
3. Interior refrigerator fans clean & free of dust			
4. Thermometer visible & temperature 34 to 38 ⁰ F			
5. Temperature taken and recorded daily			
6. Raw food items stored below cooked food items			
7. Foods are cooled from 135 ⁰ F to 70 ⁰ F within 2 hours, and to 41 ⁰ F within 4 hrs. (total time 6 hrs.)			
8. Food is rotated			
9. All items are stored off the floor			
10. Gaskets are clean & in good repair			
Freezers			
1. All food is covered, labeled & dated			
2. All items stored on racks, allow for air circulation			
3. Shelves, racks, walls, floors, ceiling & door is clean and free of ice buildup			
4. Thermometer visible & temperature -10 to 0 ⁰ F			
5. Temperature taken and recorded daily			
6. Food items are rotated			
7. Gaskets are clean & in good repair			

Pot and Pan Area			
1. Pot and pan procedure is posted and followed			
2. Sanitizing solution test kit available and staff knowledgeable in its use			
3. All items are clean and without grease			
4. All items are air-dried			
needed.			
6. Racks, walls, floors clean			
Dishwashing Area			
1. Dishwater temperatures reach temperature listed on machine. Manufacturer's recommendation.			
2. Temperatures monitored and recorded daily			
3. Adequate supply of chemicals available and in use			
4. Items are clean			
5. Items are air dried			
6. No cross contamination between clean and dirty dishes			
7. Racks, walls, floors clean			
General Sanitation			
1. All equipment clean and sanitized			
2. Mixer bowls and slicers are kept covered between uses			
3. All floors, walls, ceiling and work areas clean			
4. All work tables and drawers clean and well organized			
5. Can opener clean and free of metal shavings			
6. Food and ice scoops are clean and dry			
7. All carts and racks clean and in good repair			
8. Hood range filters clean and regularly scheduled to be cleaned			
9. All pots, pans, utensils and equipment clean and not rusted			
10. Cleaning cloths stored in sanitizing solution			
11. Cutting boards have smooth surfaces			
12. Plastic, china or glassware- chipped, cracked or has lost its glaze is discarded			
13. Single service items are discarded after one use			
14. Garbage cans are leak-proof, non-absorbent & have close fitting lids			
15. Garbage is held, transferred & disposed properly to prevent insects/rodents			
16. Pest control is effective			
17. Mop room, brooms, mops and mop buckets are clean			
18. Chemicals stored in a secure area, separate from food.			
Maintenance			
1. All equipment in good repair and routinely checked			
2. No cracks, holes or loose molding			
3. Proper ventilation- fans working			
4. All floors, wall & ceiling tiles are in place & not broken			
5. Safety covers on light fixtures			
6. No leaks observed in pipes, faucets or hoses			
7. All painted surfaces clean & not chipped			
8. Electrical cord & connections are in good repair			
9. Adequate lighting, ventilation, temperature			

Internal Quality Control Audit

Site:

Date:

Completed by:

Please "✓" statements that are correct and complete. For statements that are not correct or completed, note problem and plan of correction.

___ All refrigerators and freezers have internal thermometers and temperatures are logged daily.

___ Dish machine temperatures are monitored for wash and rinse cycles and logged daily.

___ Temperature log is obtained on foods at time of delivery.

___ An ingredient file is complete with all ingredients listed for the menu cycle.

___ **Congregate sites:** Dining area is neat, organized and clean. Area is well lit and spacious.

___ Current Health Department Inspection is posted.

___ **HDMs (Home Delivered Meals):** There is a test meal sent on routes weekly with each driver. Temperatures are recorded for hot and cold (milk, canned fruit) foods and given to manager. These are documented and corrections are made to problem areas.

___ A quarterly test meal was completed by management. (See test tray form).

Internal Quality Control Audit

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___ Menu was followed as written and recipes were used from Food for Fifty.

___ Each meal contained 3 ounces of meat, 2 bread (starches), 1 ½ cups vegetables/fruit, condiments as needed, 8 ounces milk.

___ Daily food temperatures are recorded by cook.

___ A survey of consumers is completed quarterly including likes and dislikes of foods. (See meal survey form). Dietitian is notified of results.

Internal Quality Control Audit

Test Tray

List the name and amount of each food served.

Food Item Temperature Appearance/Texture Flavor

Meat:

Vegetable:

Veg. /Fruit:

Fruit/Dessert:

Bread/Starch:

Milk:

Expiration date of milk:

Appearance of tray:

Suggestions for Improvement:

