

## **DRAFT PLAN REVIEW DOCUMENT**

### **Reasons for including plan review in Voluntary National Retail Food Regulatory Program Standards**

Programs standards exist to evaluate if the regulatory program is effectively controlling and/or reducing foodborne illness risk factors through periodic assessment of existing programs to identify if improvement is needed.

Plan review identifies if the proposed or remodeled establishment will have adequate facilities, systems, and equipment to safely store, prepare and serve food.

Lack of plan review or incomplete plan review may result in conditions that contribute to foodborne illness, such as a lack of proper equipment to properly store or hold food at safe temperatures, unsanitary conditions that promote pest infestation, contamination from employees, raw animal foods, unclean food contact surfaces, etc.

### **Requirement Summary:**

The program has a plan review component that evaluates menu items, food processes, anticipated equipment, placement of equipment, and compliance with best practices of food safety.

### **Description of Requirement:**

- 1) Competency of personnel conducting the plan review
  - Training
  - Continuing Education
- 2) Application
- 3) Assessment of food processes related to equipment requirements and placement
- 4) Checklist that link to food code references to equipment requirements and placement

For all new and substantially remodeled establishments [defined in program regulations]

### **Outcome:**

Regulatory agency reviews all plans for food establishments to determine compliance with applicable sections of the Food Code, or local regulations. If the regulatory program does not have resources to conduct plan review or if the agency does not have jurisdiction over plan review, indicate if there another agency within the jurisdiction that provides this service (such as when the inspecting agency does not issue the food safety license).

### **Documentation:**

Plan review process and required documentation requested from applicants

Item 3.8.8

Subjects/areas reviewed for each plan, including but not limited to:

- Plan Review A
- Appropriate facilities to prepare food safely
- Systems to prevent foodborne illness and injury
- Adequate space and equipment for all CCPs in the flow of food
- Plumbing systems – safe water and waste water disposal; appropriate backflow prevention; adequate supply of hot water; size and location of dish washing sinks and machines; drain boards; removal of grease – trap or interceptor; sewage disposal; produce washing/food preparation sink; utility sink
- Prevention of cross-contamination (areas and/or time for preparation of raw and ready-to-eat foods)
- Adequate numbers and capacity of food storage and production equipment
- Proper hygiene – hand washing sinks are provided in all necessary areas and are easily-accessible
- Menu review to identify HACCP process flows
- Cleaning and maintenance of facilities, premises and equipment; equipment on legs or sealed to the floor
- Chemical storage locations
- Waste storage and removal
- Electrical system – capacity; adequate lighting and shielded
- HVAC – ventilation to remove grease, odors and moisture – kitchen and restrooms
- Prevention of conditions that contribute to pest infestation
- Approved food service equipment – NSF or similarly-approved
- Adequate storage for clean utensils, food, linens, single-service articles and equipment
- Adequate storage for employee personal belongings, locker rooms, restrooms

Documentation of all plan reviews (approval, conditional, denial) within specified time frame in standardized format.

Reviewer – checks x % for compliance.