Food Service Quality Control/Assurance and Verification Forms
Minimum Standards for Private Caterer’s
R131-2-6(10)(b)(vi)

Please complete all portions of the Food Service Quality/Assurance and Verification Forms. This completed material along with all other requested information shall be submitted to the Executive Director of the Capitol Preservation Board for review and approval prior to any catering being performed on Capitol Hill Complex.

1. Food Service Quality Assurance Policy
Please provide your company’s Food Service Quality Assurance Policy. It shall describe prevention of foodborne illness and good sanitation practices.

Please describe how your quality assurance policy is in compliance with the Utah Department of Health standards that regulate food service and catering.

The vendor certification process identifies, exactly what products vendors produce for and/or supply to their caterer, and the elements of their food safety and product quality programs. This review process applies to all suppliers, regardless of size or specialty.

Please submit the following, as they apply to your business

   Copy of your local or state health department or other jurisdictional or oversight regulatory agency license, permit, or registration to operate as a food processor, distributor, or retail food establishment.

   Copy of your last local health department, state health department, FDA, USDA or other jurisdictional or oversight regulatory agency inspection.

   Copy of your company’s recall program, or explanation otherwise how you track ingredient and product lot codes to ensure your ability to advise the Caterer if products supplied are impacted by a manufacturer recall or market withdrawal.

Please note that all of the information that you share with the Capitol Preservation Board will be held in confidence.
2. Quality Assurance – Tools

Please provide the following quality assurance standards which comply with FDA Food Code. These documents will confirm to the Board the effectiveness and continuity of the food safety program provided by the caterer.

1. Standard Operating Procedures
2. Sanitation Standard Operating Procedures
3. Hazard Analysis Compliance: plans shall demonstrate how caterer complies with HACCP (http://www.foodsafety.gov) as identified by the USA Food and drug administration.
   i. Assessment of Hazards
   ii. Identification of Critical Control points including but not limited to:
      1. Receiving
      2. Cold Storage
      3. Cold Production
      4. Cooking
      5. Reheating
      6. Cold holding
      7. Hot holding
      8. Cooling
   iii. Establishment of Standards and Procedures
   iv. Quality Control Programs
   v. Monitoring Program
   vi. Taking Corrective Action
   vii. Verifying that the System Works
   viii. Record Keeping
4. Quality Assurance Records
   i. Cleaning Schedules of Facilities and Equipment
   ii. Hazard Analysis Documents
   iii. Health Inspection Reports
   iv. Pest Control Service Reports
   v. Equipment Preventative Maintenance Reports
   vi. Staff/Management Inspection Records
   vii. Training Records
   viii. Corrective Action Plans

3. Food Safety Management Training

Please demonstrate compliance with “ServSafe Certification program” as specified by Salt Lake County.
Please comply with the following:

**Code Requirement:**
“Each establishment that prepares and/or serves Potentially Hazardous Foods must have a certified manager on staff. Food Handler Permits: Every person, before entering into or engaging in the manufacturing, preparation or handling of food or drink, shall obtain a food handler permit. A Child Care & Preschool Food Handler Permit is required for every person before entering or engaging in the preparation or handling of food or drink in a child care facility or preschool. The two food handler permits are NOT interchangeable.”

Please provide the names and food handler permit numbers of employees who will be working on the Capitol Hill.

**Minimum Hours of Instruction**
“8 hour minimum for Certified Food Managers; 1.5 hour minimum plus test for Food Handlers Permit.”

The Capitol Preservation Board requires that the caterer on site manager be certified. Please provide evidence of certification.

The Capitol Preservation Board requires that all the caterer food handlers pass the 1.5 hour minimum test. Provide test results and certificate.

**4. Vendor Certification**
Please complete and submit form(s) for each vendor used by the caterer.

**5. Food Recalls**
Please describe your procedures, response times and notification process to handle the recall/withdrawl by the USDA, FDA and other food product-safety organizations as they relate to:
- Supplier and Product
- Severity of Product Recall/Withdrawal (Class I, II, III as assigned by USDA or FDA based upon public health significance.
- Health Threat
- Description of Product Defect
- Code Dates/Lot numbers Involved
- Quantities of Product Recalled/Withdrawn
- Scope of Distribution
- Description of Product
- Supplier and Regulatory Agency Contract Information
6. Third Party Audit

Third-Party Audit
All suppliers, including distributors and farms, are required to conduct an independent audit or third-party-professional review and assessment of their food safety and quality systems. This initial and annual requirement applies to all suppliers, regardless of size or specialty.

Audit results must be certified acceptable by caterer in writing to the Capitol Preservation Board along with all documentation provided from the audit or review.

If caterer identifies areas where corrective actions are required, the issues and the response to the issue must be explained in the audit report. If there are no issues then the caterer shall so certify to the Capitol Preservation Board.

Vendor certification audits are at the sole expense of the supplier.

Audits must be conducted on an annual basis, not to exceed twelve (12) months from the date of the last audit. This shall be certified by the caterer.