OpsAuditHub opsauditihub.com	DOC ID: **SAF-0110**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **HACCP FDA Food Code**	AUDIT FREQUENCY: **Daily Pre-Shift**

Food Prep Sanitation Log Sop Template

Operational Scope: Establishes a mandatory daily protocol for sanitation verification in all food preparation zones to prevent cross-contamination and foodborne illness. Ensures total adherence to regulatory health codes and internal quality assurance metrics maintained by OpsAuditHub.

MANDATORY PPE:	Disposable Nitrile Gloves (FDA Compliant), Hairnet or Beard Restraint, Non-Slip Commercial Kitchen Footwear, Chemical-Resistant Apron, Eye Protection (Splash-Proof Goggles)
PREREQUISITES:	Verify all chemical dispensing units are calibrated and stocked with approved sanitizers. | Ensure hot water supply reaches a minimum of 110°F at all active three-compartment sinks. | Inspect all cleaning tools for wear and ensure clean wiping cloths are submerged in sanitizer buckets.

PRE-OPERATION SURFACE & EQUIPMENT SANITATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Stainless Steel Prep Tables**	Surfaces are free of food debris, grease films, and sanitized with quaternary ammonium solution at 200-400 ppm.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Cutting Boards (Color-Coded)**	Boards show no deep scoring, are sanitized, and stored upright to air dry without overlapping.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Slicers and Food Processors**	Blade assemblies and food contact guards are disassembled, cleaned, and free of organic buildup.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Utensil Storage Racks**	Clean utensils stored handle-up in protected, sanitized holders away from splash zones.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

REFRIGERATION & TEMPERATURE CONTROL UNITS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Walk-In Coolers & Freezers**	Ambient internal temperature is verified at or below 41°F (5°C) for coolers and 0°F for freezers via calibrated stem thermometer.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Prep Unit Under-Counter Refrigeration**	Gaskets are clean and intact; lid covers are closed when not in active use; product holding below 41°F.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Temperature Data Loggers**	Digital readouts match manual thermometer checks within +/- 2°F tolerance.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

CHEMICAL SAFETY & WASTE MANAGEMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Sanitizer Bucket Concentration**	Test strips confirm chlorine at 50-100 ppm or quat at 200-400 ppm; buckets labeled with chemical name.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
9	**Handwashing Sinks**	Equipped with hot water (at least 100°F), antibacterial soap, single-use paper towels, and posted handwashing signage.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**Waste Receptacles & Dumpster Area**	Bins fitted with tight-fitting lids or liners, emptied regularly, and exterior corral area free of loose refuse.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Certified Inspector / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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