



DEPARTMENT OF HEALTH AND ENVIRONMENT

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Active Managerial Control—A Proactive Approach

The common goal of operators and regulators of food service establishments is to produce safe, quality food for consumers. The implementation of an Active Managerial Control (AMC) program can help achieve this goal. AMC is a proactive approach to control foodborne illness risk factors and to minimize the occurrence of food safety violations. Through the concepts of AMC an establishment will find and correct food safety violations rather than waiting for the health department to identify the violation at the time of inspection.

Routinely, regulatory inspections have emphasized the recognition and correction of violations that exist at the time of the inspection. Recurring violations have traditionally been handled through re-inspections or enforcement. Operators of food service establishments routinely respond to inspection findings by correcting violations, but often do not implement proactive systems of control to prevent violations from recurring. While this type of inspection and enforcement system has done a great deal to improve basic sanitation and to upgrade facilities, it emphasizes reactive rather than preventive measures to food safety.

Using AMC concepts, establishments can develop Standard Operating Procedures (SOPs) to address food safety issues. Once the SOPs are developed, staff can be trained on how to follow the standard procedures. A proactive approach to food safety can be made to monitor food temperatures, reheating techniques, cooling procedures, address employee illnesses, hand washing and glove use, as well as schedules for basic and deep cleaning activities. Having an AMC program will lead to an empowered staff that can take an active role in the overall operation of the establishment and is able to handle food safety issues that may arise.

Please complete the AMC assessment below to identify strengths and weaknesses in your food safety program. AMC logs and SOPs should be made available for review during inspections.

1. Is a certified food safety manager currently employed at this establishment? Yes / No

If Yes:

- Name of individual who is certified:
- Certification obtained from:
- Certification #:
- Date obtained:

2. Is formal food safety training provided for staff at this establishment? Yes / No

If Yes:

- Are training records maintained for individuals who have completed training and for those that have not completed training? Yes / No
- How is training provided?
 - Computerized in-house training modules
 - Attendance at formal food handler training
 - One on one staff training
 - Other (please specify):

3. Are internal food safety inspections conducted by staff or management? Yes / No

If Yes:

- Is a form used to conduct these inspections? Yes / No
- Are the inspections documented? Yes / No
- How often are they conducted?
 - At least once a day
 - Weekly
 - Monthly
 - Less than once a month

4. Are Private/Corporate or other 3rd party food safety inspections conducted at the establishment? Yes / No

If Yes:

- Who conducts these inspections?
- How often are they conducted?
 - Once a month
 - Once every 6 months
 - Once a year
 - Other (please specify):

5. Are food temperatures frequently checked and documented? Yes / No

If yes, what is checked and documented?

- Cold holding temperatures? Yes / No At what frequency are they checked?
 - More than once a day
 - Once a day
 - Less frequently than once a day
- Hot holding temperatures? Yes / No At what frequency are they checked?
 - More than once a day
 - Once a day
 - Less frequently than once a day
 - No hot holding is conducted
- Reheating temperatures? Yes / No At what frequency are they checked?
 - Each time foods are heated for hot holding
 - Spot check only
 - Reheating is not checked and documented
 - No reheating conducted for hot holding
- Cooling processes? Yes / No How is cooling monitored?
 - Temperature with time monitored and recorded during process
 - Written SOP in place which outline cooling processes
 - Time and temperature recorded at end of process
 - Cooling is not conducted
 - Other (please specify):

- Cooking temperatures of raw animal food? Yes / No
If Yes: Are final cooking temperatures documented? Yes / No
How is adequate cooking monitored?
 Cooking temperatures are checked for each item cooked
 Only spot checks are made to verify proper cooking temperatures
 Final cooking temperatures are not checked

6. Are calibrated food thermometers available for use? Yes / No

If Yes:

- What kind of thermometers are used?
 Thermocouple Digital Dial Infrared
- How often are the thermometers calibrated?
 Daily Once a week Once a month Less frequently than once a month
- Is thermometer calibration documented? Yes / No

7. Does the establishment have preventative maintenance contracts in place? Yes / No

If Yes, what type of contracts?

- Refrigeration maintenance Dish machine Chemicals and chemical dispensers
- Pest Control Other (please specify):

8. Does the establishment document sanitizer concentrations? Yes / No

If Yes, which of the following are checked and documented?

- 3-compartment sink Dish machine Wiping cloth buckets

9. Does the establishment have a written sick employee policy? Yes / No

If Yes:

- Does the policy specify the employee's responsibility to report illnesses? Yes / No
- Does the policy address vomiting, diarrhea, sore throat with fever and reportable illnesses such as Hepatitis A and Salmonella? Yes / No
- Does the policy outline when an employee whom has been ill can come back to work? Yes / No
- Does the policy address cuts, burns, and open sores on hands and arms? Yes / No
- How often is the policy discussed with employees?
 At start of employment At least every 6 months At least once a year
- Is documentation maintained when the sick employee policy is discussed/reviewed with employees? Yes / No
- Does the establishment have a written hand washing and glove use policy? Yes / No
- Does the policy specify when hands are to be washed? Yes / No
- Does the policy specify when gloves are to be used? Yes / No

10. Have corrective action plans been developed when food safety violations are observed? Yes / No

- If yes, are corrective actions documented? Yes / No

Active Managerial Control (AMC) Voluntary Assessment

Active Managerial Control is a term used to describe a retail food establishment’s responsibility for developing and implementing a food safety management system to reduce the occurrence of foodborne illness risk factors. How did you do in your assessment? On a scale of 0 – 10, rate your proficiency in each category.

Your Answers from the Questions List Above:

Points:

1. Y N Certified food safety manager	0	1	2	3	4	5	6	7	8	9	10
2. Y N All staff receive formal food safety training	0	1	2	3	4	5	6	7	8	9	10
3. Y N Conduct food safety inspections	0	1	2	3	4	5	6	7	8	9	10
4. Y N Private/Corporate food safety inspections conducted	0	1	2	3	4	5	6	7	8	9	10
5. Y N Document food temperatures	0	1	2	3	4	5	6	7	8	9	10
6. Y N Digital thermometers available and calibrated	0	1	2	3	4	5	6	7	8	9	10
7. Y N Preventative maintenance contract in place	0	1	2	3	4	5	6	7	8	9	10
8. Y N Document sanitizer concentrations	0	1	2	3	4	5	6	7	8	9	10
9. Y N Written sick employee policy	0	1	2	3	4	5	6	7	8	9	10
10. Y N Corrective Action plans in place	0	1	2	3	4	5	6	7	8	9	10

Total Points:

How did you rate?

100-80 Proactive use of AMC

80-60 Have the basics in place, but could expand the use of AMC

60-40 Have some of the basics in place, but could expand the use of AMC

40-20 Pick one or two things to work on and build AMC

20-0 Start with becoming a certified food safety manager

Consultation observations and future goals: