

TOOL 12 - FOOD FLOW CHART FORM

Purpose: The following are possible questions that may be asked about the suspect food(s) by the Regulatory/Health Authority while conducting a foodborne illness outbreak investigation. They should be consulted for more specific guidance or local examples. Additional questions specific to how the food was prepared or handled during the time period in question may also be asked by the Regulatory/Health Authority.

Instructions: Each food item will need to be listed separately (include all ingredients). Some foods may not incorporate all these steps. It may require multiple forms for individual ingredients. Refer to the Process Guide below and complete the form on the next page.

PROCESS GUIDE

STEP NAME	QUESTIONS	STEP NAME	QUESTIONS
Receiving	Date and Time received? How was it received? (fresh/frozen/raw/pre-package/ pre-cooked) Supplier? Condition acceptable? Inspected? Temperature (if applicable)? Lot #?	Cool Process/ Close	How was food cooled? Did employee monitor the temperature? Cooling time? Temperature? Cooling at end of shift or day?
Storage	Location? Temperature? First In/First Out (rotation)?	Cook-Kill	Equipment and thermometers calibrated? Temperature?
Prep (D) Defrost/ Thaw	How was food thawed? Did employee monitor the temperature?	Reheat	How was food reheated? Did employee monitor the temperature? Temperature?
Prep (B) Break Down	Were ingredients processed on same work surface? Were multiple lots or sources mixed?	Hot-Hold	Temperature?
Prep (C) Com- bine/Mix	How was food mixed? Was there hand contact?	Cold-Hold	Temperature?
Prep (P) Portion/ Pack	How was food portioned? Was food measured?	Service	Contamination? Holding food without temperature control? Controlling your self-service areas?
Other		Delivery or Catering?	Temperature? Food integrity?

FOOD FLOW CHART FORM

For All Prep Processes:

Food Preparation areas cleaned and sanitized?

Produce and other foods properly washed?

Avoid cross contamination during preparation?

Steps in process?

Possible hazards?

Possible contaminations?

Establishment Name:

Date:

Person Completing This Tool:

Suspect Food Item:

Ingredients:

FOOD FLOW OVERVIEW

STEP (List Step From Process Guide)	NOTES (Refer to Process Guide)	EMPLOYEE ASSIGNED TASK
Step #1 - Receiving		
Step #2 -		
Step #3 -		
Step #4 -		
Step #5 -		
Step #6 -		
Step #7 -		
Step #8 -		
Step #9 -		
Step #10 -		