



# Active Managerial Control (AMC) Tool Kit Table of Contents

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This document provides a template for facilities to easily print and fill out with their own SOP information.

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This 2-page logbook allows facilities to track many food safety practices and to document corrective actions during each shift.

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This form allows Health Department officials to briefly evaluate current food safety practices and to provide the facility with quick feedback on suggested improvements.

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This list gives facilities a quick reference to a Health Department library of materials available for AMC.





# What is Active Managerial Control (AMC)?

**Active Managerial Control (AMC)** is a tool used by food service managers to *actively* lead food workers in safe food handling practices that reduce the occurrence of foodborne illness risk factors.

## Advantages of AMC in your facility:

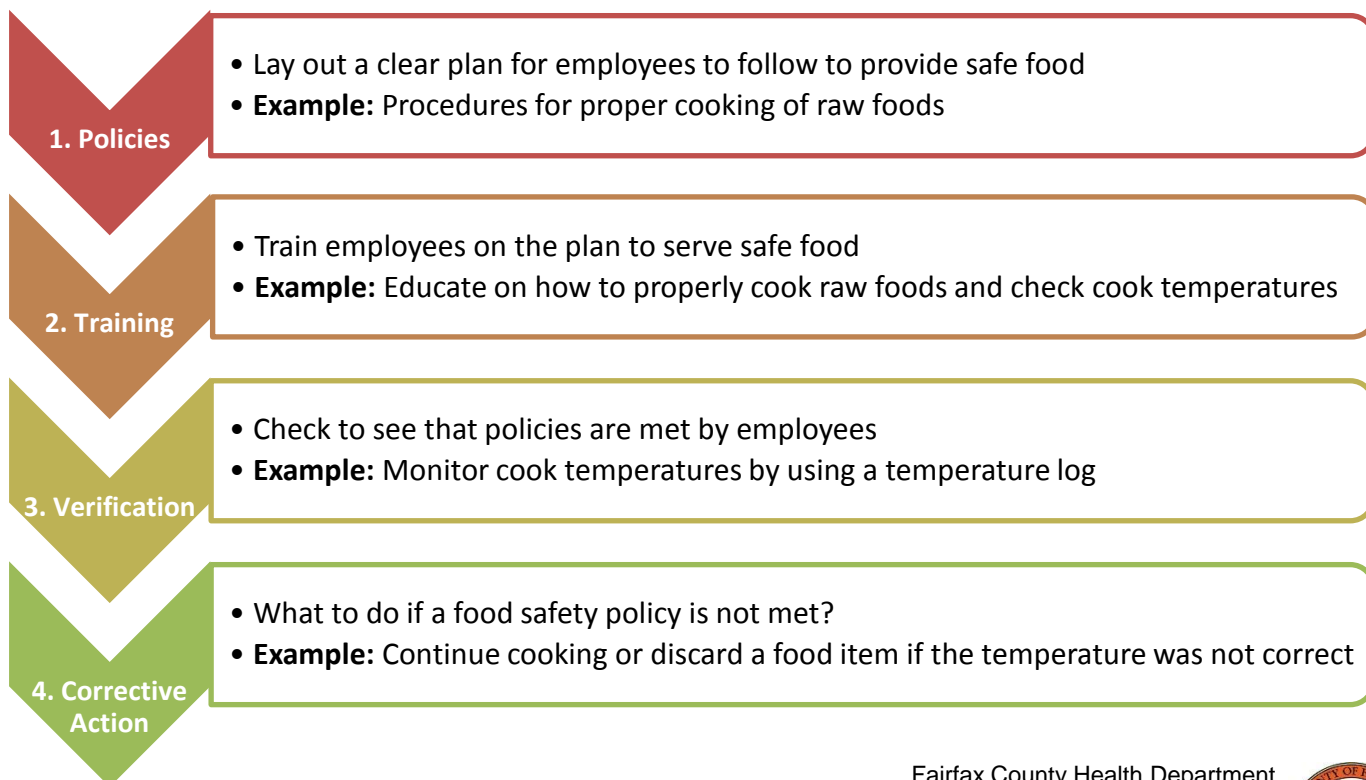
- It provides you with a plan for ensuring that safe food handling steps are being followed safely.
- It helps you to correct food safety problems when needed.
- It creates a culture of food safety.
- It provides a method for correcting food safety problems.
- It allows you to serve safe, quality food to customers.



## A facility is responsible for controlling foodborne illness risk factors:

1. Unsafe food source
2. Poor employee health and hygiene
3. Improper cooking temperatures
4. Time and temperature abuse of foods
5. Contaminated equipment

## How to demonstrate AMC:





## Active Managerial Control (AMC) Self-Assessment

**Active managerial control (AMC)** enables managers in food service to become proactive and lead food employees in managing safer food handling practices. By using AMC, a facility can reduce the risk of the occurrence of foodborne illness risk factors and provide a safer environment for serving food to customers.

**This self-assessment provides your facility with a helpful tool in reviewing how actively you and your staff are managing food safety practices.**

**Instructions:** Please circle Yes (Y) or No (N) to the following questions. Each (Y) will give you 5 or 10 points depending on the question. Once your facility has completed the self-assessment, you may total up the points and see the point system chart to see where you rank in terms of practicing AMC.

	Y	N	Points Possible	Points Scored
1. Does your facility have a Certified Food Manager (CFM) during all hours of operation?			10	___
2. Have all employees with food handling responsibilities received food safety training?			10	___
a. Is employee training tracked & documented?			5	___
3. Are 3 <sup>rd</sup> party, private, corporate, or self-inspections conducted?			10	___
4. Are thermometers available for use & properly calibrated?			10	___
5. Does the facility have preventative maintenance procedures or contracts for:				
a. Equipment ( <i>i.e. refrigerators, freezers, dishmachines, grease traps, hoods</i> )			10	___
b. Pests			5	___
6. The facility has procedures to maintain food defense by:				
a. Prohibiting access of non-employees to areas of food preparation & storage?			5	___
b. Locking all windows & doors, enabling only authorized staff within these areas?			5	___
c. Monitoring visitors & delivery personnel?			5	___
d. Reporting unusual activity to the manager on an as needed basis?			5	___
7. Does the facility have formal standard operating procedures that:				
a. Are written?			10	___
b. Cover a policy on handwashing?			5	___
c. Cover a policy on glove use/barehand contact?			5	___
d. Cover a policy on cleaning & sanitizing food contact surfaces?			5	___
e. Cover a policy on various processes ( <i>i.e. cooking, cooling, cold hold, hot hold, reheating, receiving</i> )?			5	___
f. Cover a policy on investigating complaints of customer illness?			5	___
8. Does the facility verify standard operating procedures by:				
a. Documenting food temperatures for various processes ( <i>i.e. cooking, cooling, cold hold, hot hold, reheating, receiving</i> )?			10	___
b. Actively monitoring sanitizer concentration & usage? How often are they conducted? _____			10	___

9. The facility has an employee health policy that:

- a. Has ensured that all employees have been trained on employee illness? 10
- b. Provides a record to track employee absence & illness? 5

Total =

<b>110 - 150 Points</b>	Your facility is practicing AMC by setting up policies, training employees, using monitoring practices, and applying corrective actions. For any (N) answered, review that question and consider adding that additional practice to your AMC routine.
<b>55 - 105 Points</b>	Your facility is almost there! There are a couple of AMC practices in place to maintain food safety, but there is room for improvement. For any (N) answered, review that question and consider adding that additional practice to your AMC routine.
<b>0 - 50 Points</b>	Your facility is not yet familiar with AMC, but it is not too late to get started! Consult with your Environmental Health Specialist and he/she can guide your facility through the available AMC resources provided by the Health Department.

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Opportunities for Improvement: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Owner/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health Specialist: \_\_\_\_\_ Date: \_\_\_\_\_





# Introduction to Standard Operating Procedures (SOPs)

## What are SOPs?

SOPs, or *Standing Operating Procedures*, are an important part of having a food safety management system in place. An SOP is a written document with clear, detailed, step-by-step procedures on how to perform specific tasks within your facility. A facility may have several SOPs created for various types of tasks.

## Why write SOPs?

SOPs provide a facility with daily, consistent operations. It is also a useful training tool when new employees are hired, or when employees need to review or be re-trained in a process. SOPs not only provide direction, but also improve communication within a facility. It helps staff create better conditions during food production and minimize food safety risks.

## What processes might require SOPs?

Cleaning/Sanitizing, Cold Hold & Hot Hold, Cooking, Cooling, Personal Hygiene, Receiving, Reheating, Time as a Public Health Control, Handwashing, ...& many more!

## How do you write SOPs?

SOPs are most effective when well-written in simple language, in a format that is easy to understand, and in direct terms. If employees speak another language, another version of the SOP should be made available. Procedures should include the following information:

- Purpose** – Why are these procedures being written?
- Role** – Who is responsible for following these procedures?
- Instructions** – What are the step-by-step procedures to be followed?
- Frequency** – How often do we need to follow these procedures?
- Monitoring** – What documentation activities are we using to verify and track the procedures?
- Corrective Action** – What actions are necessary to take if we did not follow the correct procedures?

## How do I know my SOP is working?

Test out the procedures! This will help you add steps that were missed or remove steps that were unnecessary. Don't forget to update your facility's SOPs as needed and train staff on any new updates. A sample SOP and sample template is also provided. If you need additional guidance, contact your Environmental Health Specialist at the Health Department.





# Standard Operating Procedure (SOP) Checklist

It is important for every facility to have a set of standard operating procedures (SOPs). SOPs will guide employees on how to do tasks correctly and what to do when something does not meet the standard procedure.

My facility has procedures in place for:	
	Chemical Use and Storage
	Clean-Up and Disinfection of Vomiting/Diarrheal Accidents
	Cleaning and Sanitizing of Food Contact Surfaces and Equipment
	Cold Holding
	Cooking
	Cooling
	Cross Contamination
	Date Marking
	Discarded and Damaged Food
	Employee Health
	Employee Training
	Food Allergens
	Food Security
	Glove Use
	Handwashing
	Hot Holding
	Receiving Food Deliveries
	Reheating
	Shellfish Tracking
	Thawing
	Thermometer Use and Calibration
	Time as a Public Health Control



# Standard Operating Procedures for

(Task or Food Process)

## Purpose

Why are these procedures being written?

To prevent foodborne illness by making sure that all foods are cooked to the appropriate internal temperatures

## Role

Who is responsible for following these procedures?

Certified Food Managers (CFMs) and any other employees preparing and handling food with cooking responsibilities in the kitchen

## Instructions

How will this task or food process be completed properly? Where will these procedures take place? When and how often do we follow these procedures?

1. Food items that are potentially hazardous must be cooked in the kitchen using the convection oven, stovetop, broiler, or griddle.
2. Cook food items to the following proper internal temperatures:
  - a. 165°F at <1 second
    - Poultry, stuffed food items
  - b. 155°F at 17 seconds
    - Ground meats, ground seafood, eggs for later service
  - c. 145°F at 15 seconds
    - Beef, pork, veal, lamb, fish, shellfish, eggs for immediate service
  - d. 135°F
    - Fruits, vegetables
3. Take the temperature of the food item using a clean, sanitized, and calibrated thermometer. For the time indicated above, the temperature should match the minimum cook temperature listed. The food item name and temperature may be recorded onto the "Cooking" or "Cooking & Reheating" log posted nearby.

## Monitoring

What documentation activities are we using to verify & track the procedures?

Food item names and temperatures will be recorded onto a log daily as needed. After food employees have logged in entries, managers will verify by initialing. See the assigned log posted next to grill/stove area. Logs will be kept on file for 1 year.

## Corrective Actions

What actions are necessary to take if we did not follow the correct procedures?

1. Alert the Person-In-Charge (PIC).
2. Continue cooking the food item until the proper temperature is reached.
3. Food items that have not reached the minimum cook temperature and that have not been served must be discarded. The cooking process must be restarted with a new food item.
4. Re-train the employee on the cooking process including internal cook temperatures.

Prepared By (Signature): Jane Doe Date: 8-15-2016

Reviewed & Tested By (Signature): Tom Smith Date: 9-1-2016



# Standing Operating Procedures for

\_\_\_\_\_  
(Task or Food Process)

**Purpose**

*Why are these procedures being written?*

**Role**

*Who is responsible for following these procedures?*

**Instructions**

*How will this task or food process be completed properly? Where will these procedures take place? When and how often do we follow these procedures?*

**Monitoring**

*What documentation activities are we using to verify & track the procedures?*

**Corrective Actions**

*What actions are necessary to take if we did not follow the correct procedures?*

**Prepared By (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed & Tested By (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_







On this date, I am responsible for our facility's food safety check. Any item or task that is not food-safe, incomplete, or does not meet the correct standard will be addressed in the *Corrective Actions* section on page 2.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MORNING SHIFT**  
**EVENING SHIFT**

NAME \_\_\_\_\_ POSITION \_\_\_\_\_ TIME \_\_\_\_\_ AM  
 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ PM

Daily Self-Inspection

Fairfax County Health Department  
 A Fairfax County, Va., publication. September 2022.  
 To request this information in an alternate format, call  
 703-246-2444, TTY 711.  
 www.fairfaxcounty.gov/health



COOKING AND REHEATING				
Time of Day	Food Item	Cooking (C) or Reheating (R)?	Temp. (°F)	Corrective Action
AM				
PM				

**CORRECTIVE ACTIONS:** C = Continue cooking/reheating process until proper temperature reached D = Discard food item

COLD HOLDING TEMPERATURES						
Time of Day	Time	Unit Name	Unit Temp. (°F)	Food Item	Food Temp. (°F)	Corrective Action
AM						
PM						

**CORRECTIVE ACTIONS:** C = Rapidly chill with a cooling method M = Move to another unit/location for cooling D = Discard food item

HOT HOLDING TEMPERATURES				
Time of Day	Time	Food Item/Location	Temp. (°F)	Corrective Action
AM				
PM				

**CORRECTIVE ACTIONS:** RH = Reheat to 165°F for 15 seconds D = Discard food item

SANITIZER CHECK						
Equipment/ Location	Concentration (ppm) or Final Rinse Temp. (°F)	Tape Test Strip Here				
		x				
		x				
		x				
		x				

THERMOMETER CALIBRATION				FOOD EQUIPMENT, CLEANING, AND MAINTENANCE				
Thermometer	Original Temp. (°F)	Calibrated Temp. (°F)		Task	AM		PM	
		M	NI		M	NI	M	NI
#1								
#2				Proper cooling steps followed for hot foods				
#3				Food thermometer(s) available for use				
#4				Refrigerator units, freezers, walk-ins, prep coolers: Discard foods past 7-day storage (except freezers), clean door/handles/gaskets, shelving, and walls/ceiling				

HANDWASHING AND EMPLOYEE HYGIENE									
Check that all employees...	AM		PM		Check that the following are stocked at all hand sinks...	AM		PM	
	M	NI	M	NI		M	NI	M	NI
Are not sick and not experiencing illness signs/symptoms					Hot Water				
Have appropriate and clean attire (i.e. clothes, hair restraint, cuts covered, etc.)					Soap				
Have washed hand at appropriate times (i.e. at start of shift, in between changing tasks, after restroom use, before putting on new gloves)					Paper Towels				
Are not eating/drinking/smoking in prep areas					Handwashing Sign(s)				
If drinking a beverage, use a lid and									

**CHECKLIST KEY:** M = Meets NI = Needs Improvement

	Cooking	Reheating	Cooling	Holding	Sanitizer	Calibration
REMINERS	Poultry, stuffing: 165°F Ground meats, ground fish: 155°F Eggs served later: 155°F Eggs served immediately: 145°F Beef, pork, lamb, veal: 145°F Fish, shellfish: 145°F	Potentially hazardous foods: To 165°F held for 15 seconds  Commercially-processed, ready-to-eat foods, vegetables, fruits, grains, legumes: To 135°F	<b>Step 1:</b> Cool within 2 hours from 135°F to 70°F  <b>Step 2:</b> Cool within 4 more hours from 70°F to 41°F or below	<b>Cold Hold:</b> Keep at 41°F or below  <b>Hot Hold:</b> Keep at 135°F or above	Concentration levels for chemical solutions  <b>Chlorine:</b> 50-200ppm  <b>Quaternary Ammonium:</b> 200ppm or Check manufacturer's specifications	Thermometer temperatures should stabilize during:  Ice water method at 32°F  Boiling water method at 212°F



# Active Managerial Control (AMC) Progress Report

The Active Managerial Control (AMC) Progress Report will provide feedback to your facility regarding how well food safety risk factors are addressed. Using this tool, the Health Department can assess your current AMC and may also provide you with ideas on how to improve your control over foodborne illness risk factors.

Today's Date: ____ / ____ / ____			
Observation Key: D = Demonstrated NFD = Not Fully Demonstrated			
Risk Factors	Example AMC Practices	Observation	Comments
Contamination from Hands	Hands are washed properly.		
Poor Personal Hygiene	Management is monitoring employee hygiene.		
Employee Health Policy	Staff is informed of their responsibility to report illnesses, symptoms, and exposures to the manager.		
Contaminated Equipment	Management verifies equipment is cleaned and sanitized (i.e. using test strips, sanitizer, log, etc.)		
Consumer Advisory	The consumer advisory on the menu is updated as needed and changes are communicated to the Health Department.		
Unsafe Food Sources	All food sources are verified as safe by a manager.		
Inadequate Cooking	Cook temperatures are verified using a food thermometer.		
	Thermometers are checked for calibration regularly (i.e. the facility uses Thermometer Calibration Logs).		
Time/Temperature Relationship	Manager monitors discard dates and ensures TCS foods are not used after 7 days.		
Improper Holding Temperatures	Temperatures are monitored and recorded (i.e. for cooling, hot and cold holding, receiving, equipment, etc).		





# Active Managerial Control (AMC) Resources

You can protect your customers and business from foodborne illness. By being proactive and setting up a food safety system your facility can have good **policies**, adequate **training**, consistent **monitoring**, and **corrective actions** to resolve problems right away. The Health Department can provide you with helpful resources to guide you in using active managerial control (AMC) as well as improve and maintain food safety practices.

Resources	
AMC Tool Kit	
1.	What is Active Managerial Control (AMC)?
2.	Self-Assessment Form
3.	Intro. to Standard Operating Procedures (SOPs)
4.	Standard Operating Procedure (SOP) Checklist
5.	Standard Operating Procedure (SOP) Sample
6.	Standard Operating Procedure (SOP) Template
7.	Daily Self-Inspection Form
8.	AMC Progress Report
9.	AMC Resources List
Other Resources	
Employee Absence/Illness Record	
Employee Handwash Training Record	
Daily Employee Health Check Record	

Logs	
Optional Resources	
Receiving Log	
Cold Hold and Hot Hold Log	
Hot Hold Log	
Cold Hold Log	
Refrigerator Temperatures Log	
Cooking and Reheating Log	
Cooking Log	
Reheating Log	
Cooling Log	
Food Temperatures Log	
Time as a Public Health Control (4 Hours) Log	
Time as a Public Health Control (6 Hours) Log	
Shellfish Tracking Log	
Discarded or Damaged Foods Log	
Thermometer Calibration Log	
Sanitizer Check Log	

Training Documents	
Fact Sheets & Signs	
Cold Hold and Hot Hold	
Cooking and Reheating Temperatures	
Cooling Methods	
Temperature Holding Sign	
Reheating Sign	
Cross Contamination	
Date Marking	
Food Allergens	
Glove Use	
Handwash Sink Sign	
Parasite Destruction	
Prevent Norovirus from Spreading	
Report Your Illness Sign	
Sprouts	
Thawing Sign	
Thermometer Calibration	
Time as a Public Health Control (TPHC)	
When to Wash Hands	

If you are looking for information on a topic that is not listed, share your suggestions by contacting the Health Department or your Environmental Health Specialist.

**Fairfax County Health Department**  
 Division of Environmental Health  
 Consumer Protection Program  
 10777 Main Street, Suite 111, Fairfax, VA 22030  
 Phone: 703-246-2444 TTY: 711  
 Fax: 703-653-9448

