



Standard Operating Procedure (SOP)

Title: Compliance & Record Keeping
Version: 1
Effective Date: 4 February 2024
Prepared by: Tamara Gray

Documentation of Procedures and Changes

1. **SOP Documentation**
 - Document all kitchen procedures and any changes made.
 - Ensure all staff have access to updated SOPs.
2. **Record Maintenance**
 - Maintain records of training, inspections, and performance evaluations.

Compliance with Local, State, and Federal Regulations

1. **Regulatory Compliance**
 - Ensure all kitchen practices comply with local, state, and federal regulations.
 - Stay updated on any regulatory changes.
2. **Training**
 - Train staff on compliance requirements and ensure adherence.

Record-Keeping for Health Inspections

1. **Inspection Preparation**
 - Maintain records of health inspections and any actions taken.
 - Prepare for inspections by ensuring compliance with all health and safety regulations.
2. **Documentation**
 - Document inspection findings and corrective actions taken.

Audit and Inspection Preparation

1. **Regular Audits**
 - Conduct regular internal audits to ensure compliance with SOPs and regulations.
 - Address any issues identified during audits promptly.
2. **Preparation**
 - Prepare for external audits and inspections by maintaining accurate records and compliance with all regulations.