

Level of Priority High, Medium, Low, or N/A	P. Plan Maintenance		Schedule	Implemented
_____	<p>P1. Create a schedule for food biosecurity inspections to verify that key provisions of the plan are in place. A team “inspector” and staff member together should check outside and inside foodservice areas, food production areas, food storage, shipping and receiving areas, water and ice supply, mail handling, and personal/locker storage areas. The inspector should maintain a log with the date, time, name of staff person accompanying the inspector, outcome of the inspection, and recommendations for corrective action. Follow-up by recording in the log the corrective actions taken and when.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>P2. Set a policy for continuously reviewing and updating the policies and procedures in the plan. Revise the plan as circumstances change and as you receive new information.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	