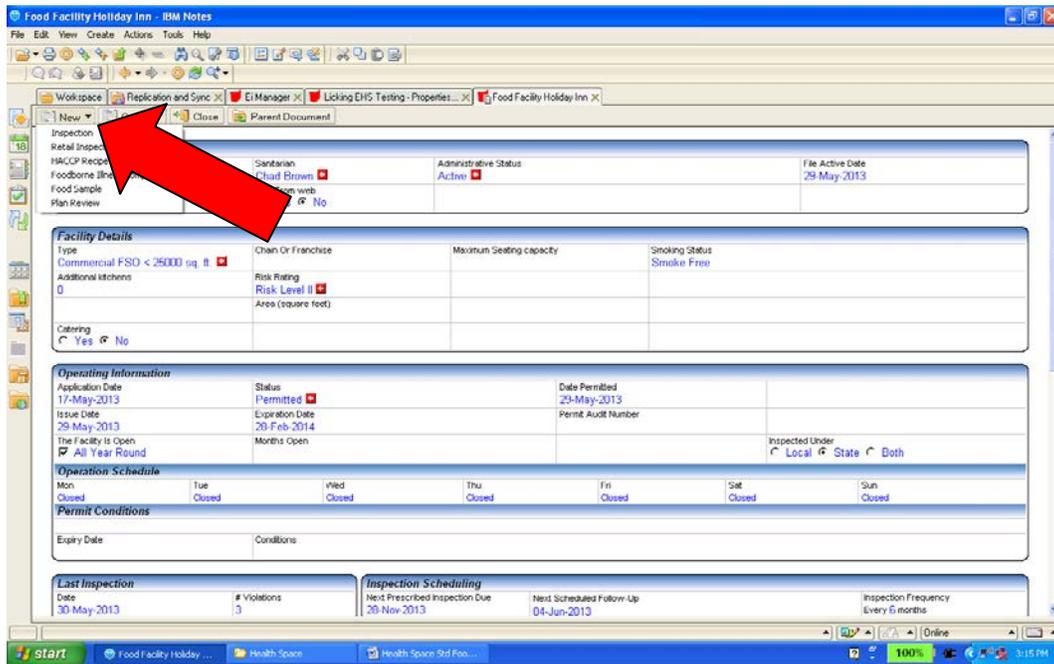


Licking County Health Department Health Space CCP Inspection With Violations Procedures

Follow steps 1-8 for conducting a standard inspection. Once this is completed follow these steps to complete a CCP Inspection.

1. After completing a standard inspection click New on the facility page and select Inspection.

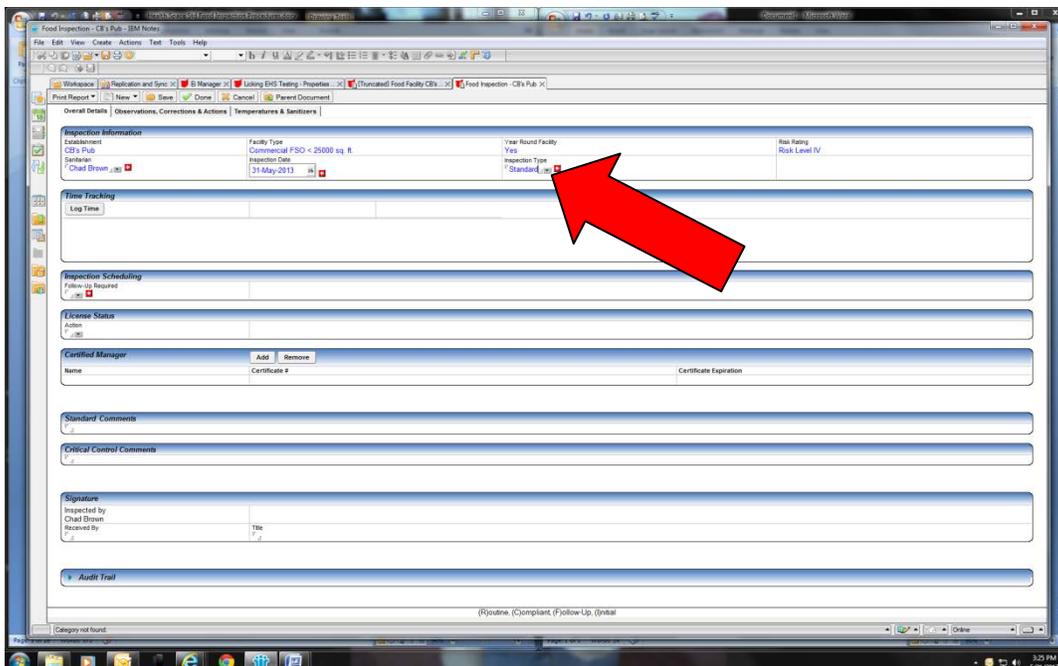


The screenshot shows the IBM Notes interface for a food facility. The main content area is divided into several sections:

- Facility Details:** Includes fields for Type (Commercial FSD < 25000 sq ft), Chain Or Franchise, Maximum Seating capacity, Smoking Status (Smoke Free), Risk Rating (Risk Level II), and Area (square feet).
- Operating Information:** Includes Application Date (17-May-2013), Status (Permitted), Date Permitted (29-May-2013), Issue Date (29-May-2013), Expiration Date (20-Feb-2014), Months Open, and Inspected Under (Local, State, Both).
- Operation Schedule:** A table showing the facility's operating status for each day of the week (Mon-Sun).
- Permit Conditions:** Includes Expiry Date and Conditions.
- Last Inspection:** Shows Date (30 May-2013) and # Violations (3).
- Inspection Scheduling:** Shows Next Prescribed Inspection Due (20 Nov-2013) and Next Scheduled Follow-Up (04-Jun-2013).

A red arrow points to the 'New' button in the top left corner of the application window.

2. Click on the dropdown box under Inspection Type

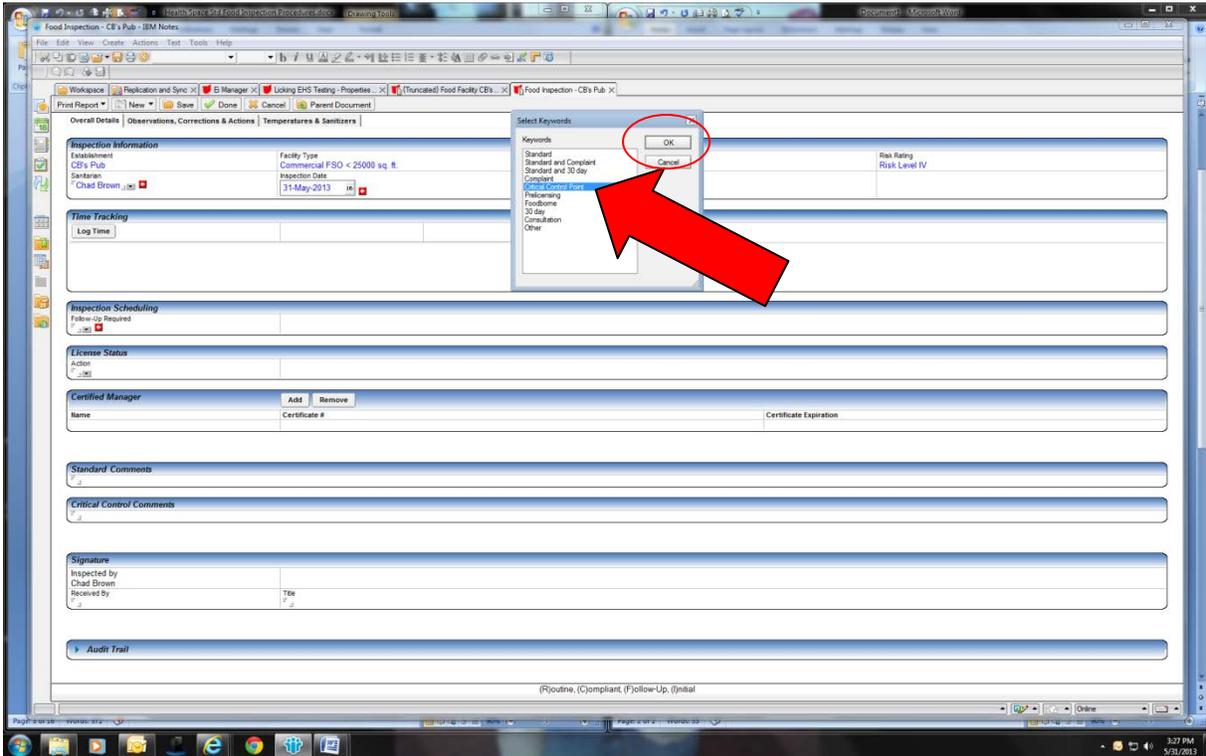


The screenshot shows the IBM Notes interface for a food inspection. The main content area is divided into several sections:

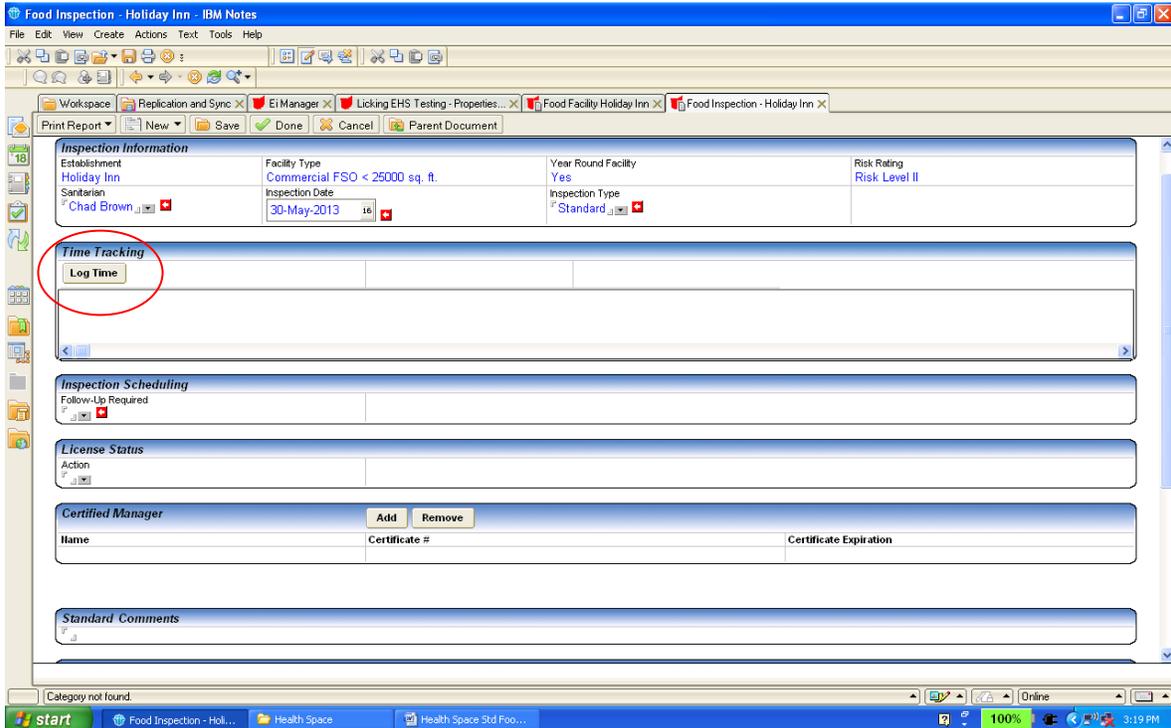
- Inspection Information:** Includes Facility Type (Commercial FSD < 25000 sq ft), Year Round Facility (Yes), and Risk Rating (Risk Level IV).
- Time Tracking:** Includes a Log Time table.
- Inspection Scheduling:** Includes a table for scheduling.
- License Status:** Includes a table for license status.
- Certified Manager:** Includes a table for certified managers.
- Standard Comments:** Includes a table for standard comments.
- Critical Control Comments:** Includes a table for critical control comments.
- Signature:** Includes a table for signatures.
- Audit Trail:** Includes a table for audit trail.

A red arrow points to the 'Inspection Type' dropdown menu in the Inspection Information section.

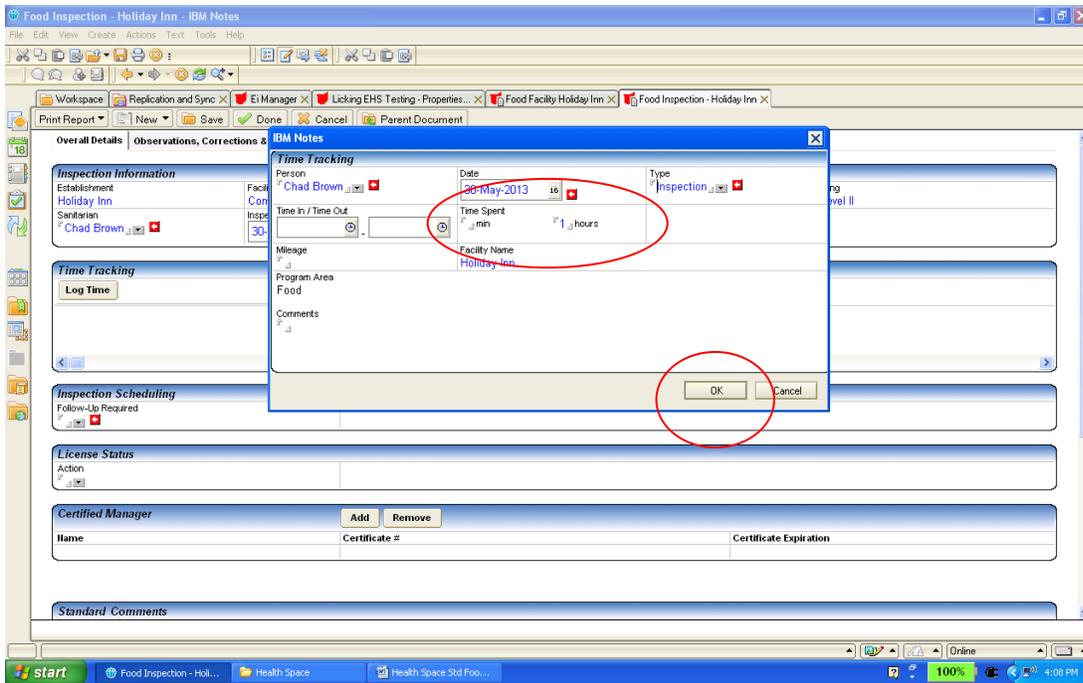
3. Select Critical Control Point and click OK.



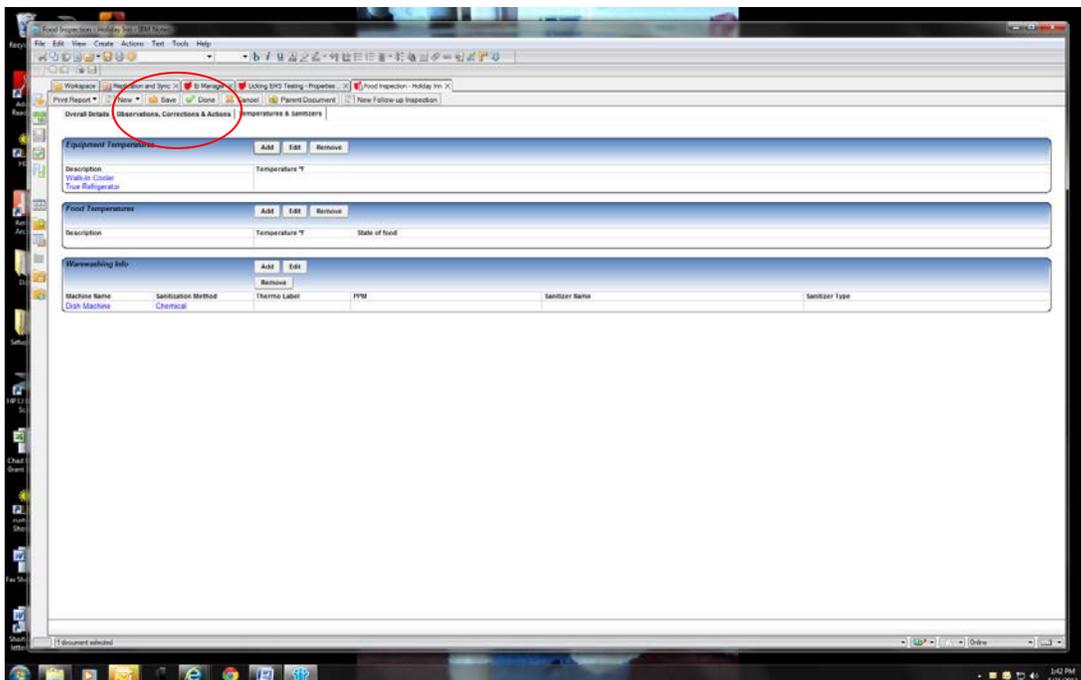
4. Complete the Time Tracking section by clicking on Log Time



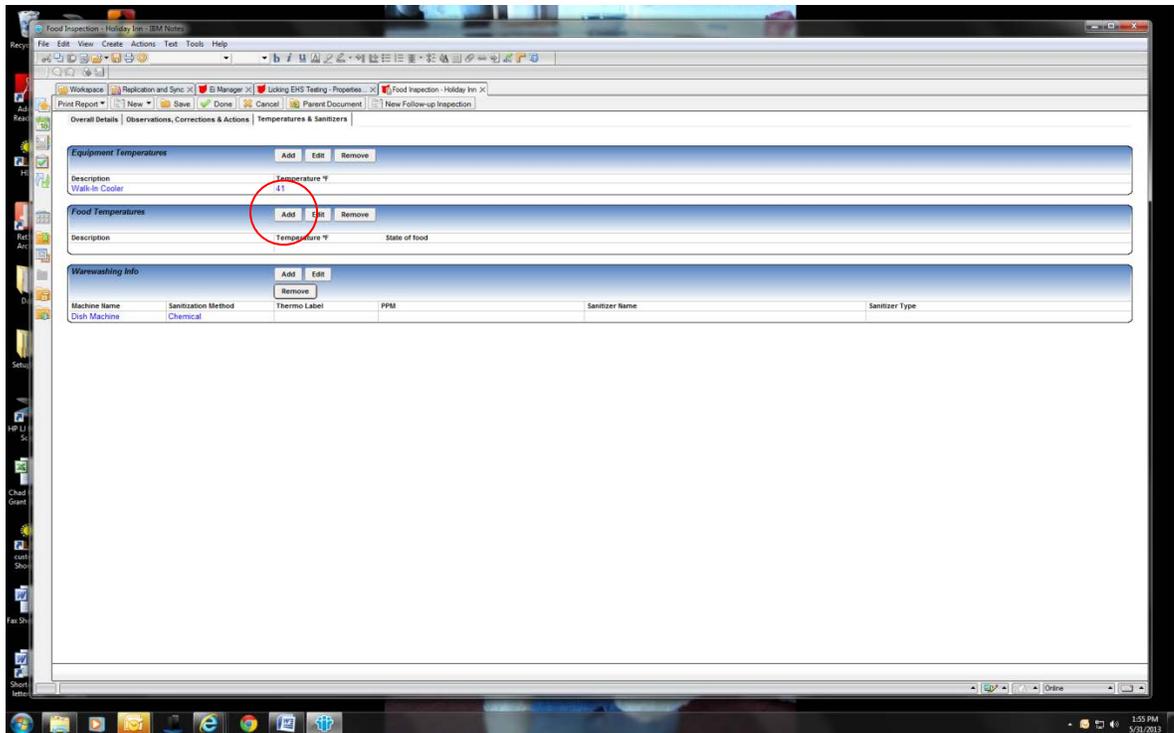
5. You will need to enter the time spent conducting the inspection in the Time Spent section. Then click OK.



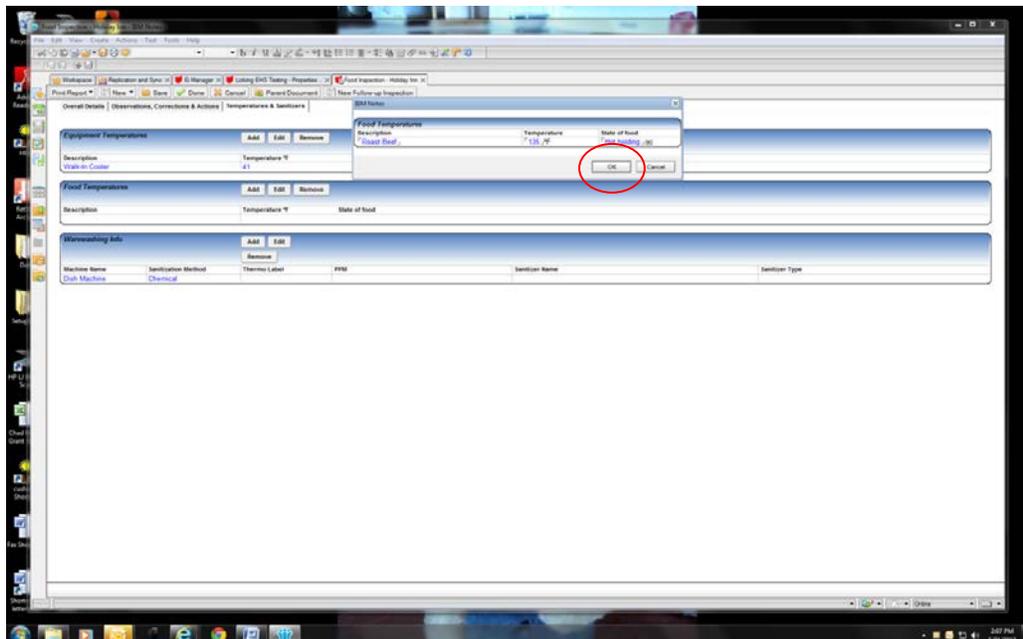
6. To add food temps click the Temperatures & Sanitizers tab



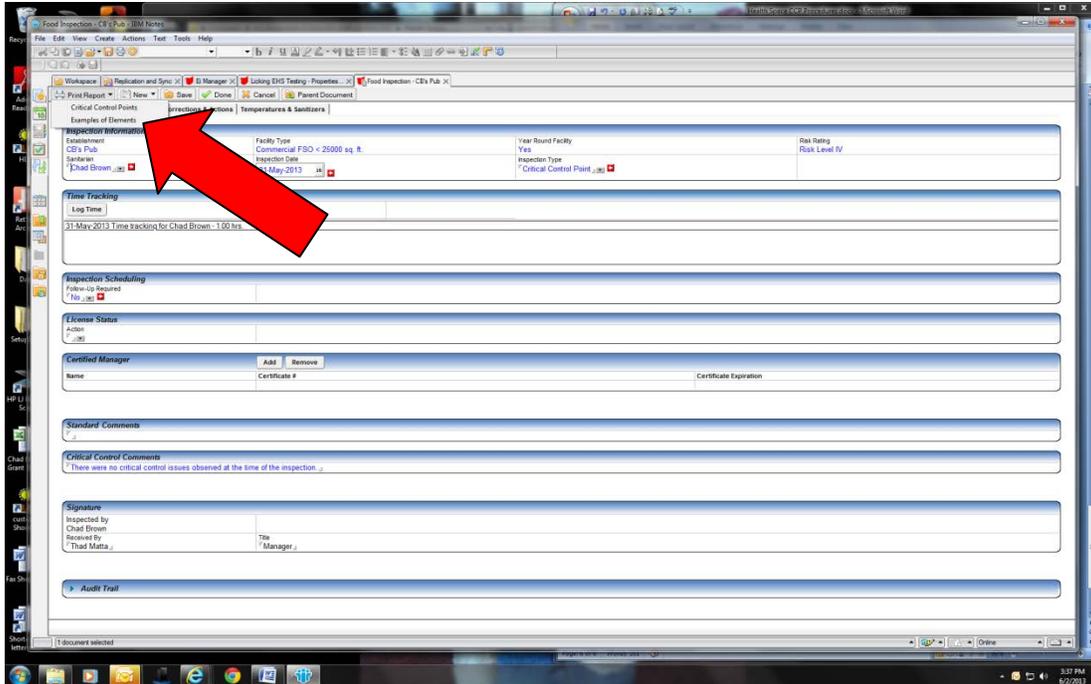
8. To add food temperatures click Add in the Food Temperatures section.



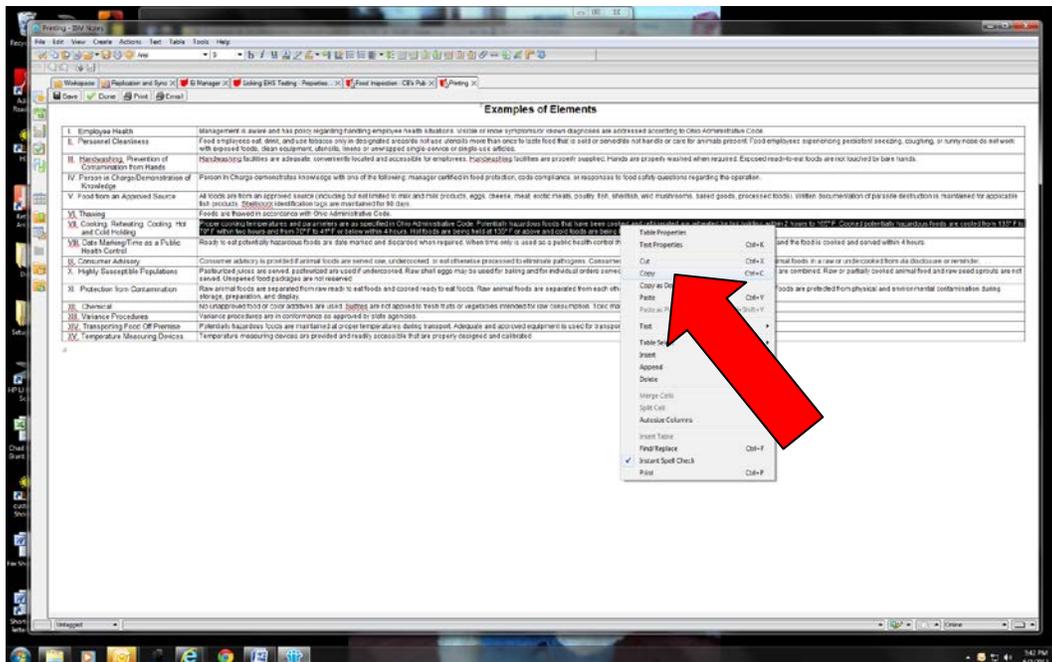
9. Enter the food, temperature, and select the state of food from the drop-down menu and hit OK. To add additional foods follow steps 10 and 11.



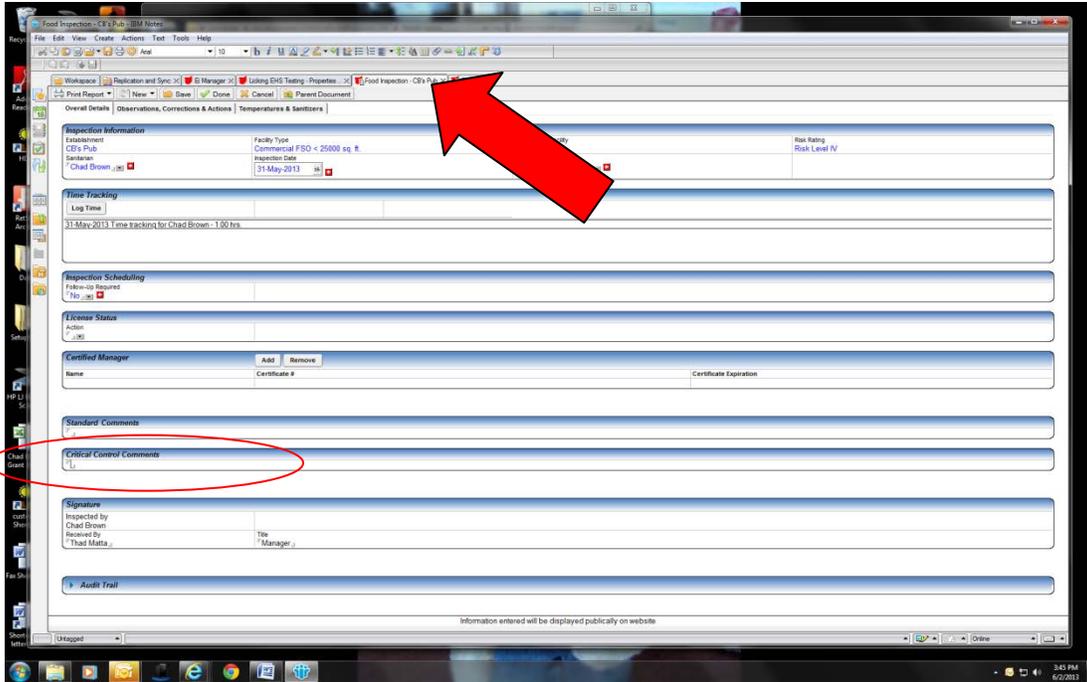
10. To add a Critical Element to the form click Print Report and select Examples of Elements



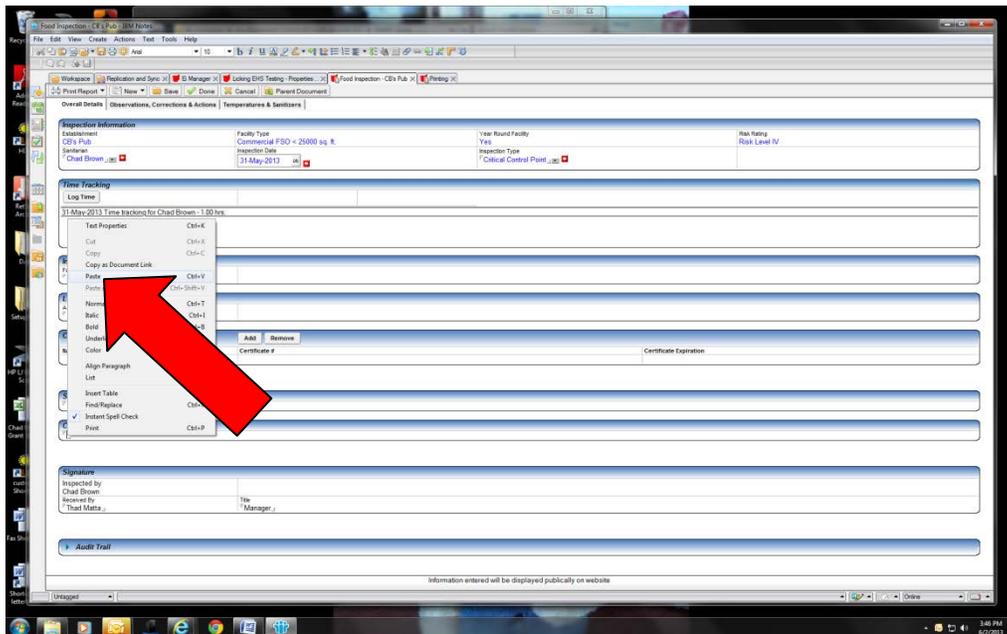
11. The list of Elements will open, highlight the element you want to add to the inspection report, right click on the mouse or keyboard and click Copy



- Click on the Food Inspection tab and click the comment box under Critical Control Comments



- Right click in the box and click Paste



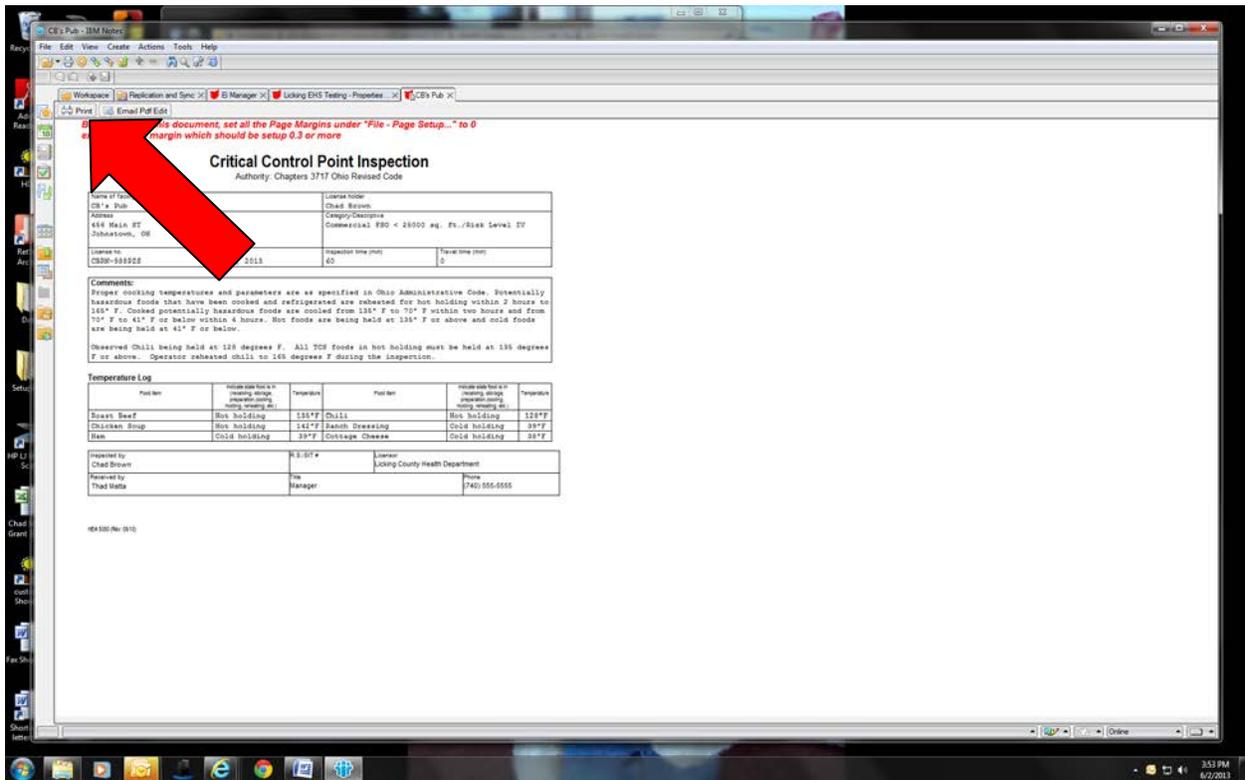
14. The Element language will populate in the box. Hit Enter 2x and you will be able to enter your own comments.

The screenshot shows a software window titled "Food Inspection - CE's Pub - IBM Notes". The interface includes a menu bar (File, Edit, View, Create, Actions, Text, Tools, Help), a toolbar, and a workspace with several tabs: "Workspace", "Replication and Sync", "E Manager", "Linking EHS Testing - Properties", "Food Inspection - CE's Pub", and "Printing". The main content area is divided into sections: "Inspection Information", "Time Tracking", "Inspection Scheduling", "License Status", "Certified Manager", "Standard Comments", "Critical Control Comments", "Signature", and "Audit Trail". The "Critical Control Comments" section is highlighted with a red oval and contains the following text: "Proper cooking temperatures and parameters are as specified in Ohio Administrative Code. Potentially hazardous foods that have been cooked and refrigerated are reheated for hot holding within 2 hours to 160°F. Cooked potentially hazardous foods are cooled from 130°F to 70°F within two hours and from 70°F to 41°F or below within 4 hours. Hot foods are being held at 130°F or above and cold foods are being held at 41°F or below." Below this text, there is a line of observation: "Observed Chili being held at 128 degrees F. All TCC foods in hot holding must be held at 135 degrees F or above. Operator reheated chili to 165 degrees F during the inspection."

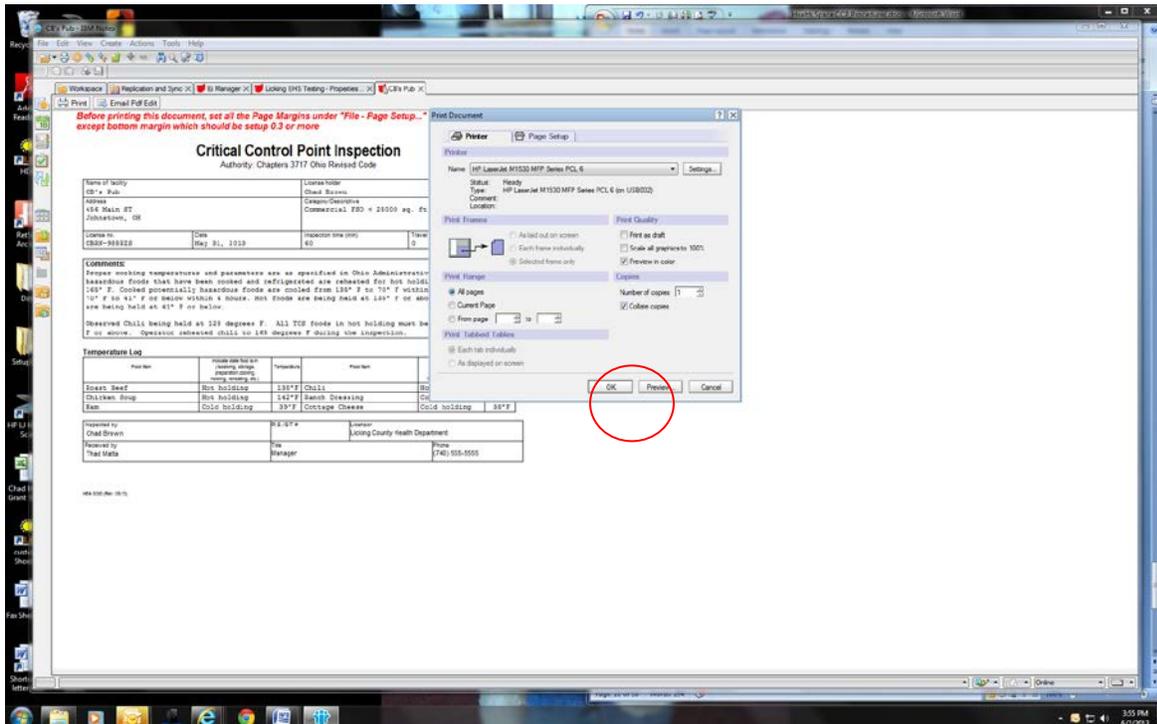
15. Click Print Report and select Critical Control Points

This screenshot shows the same software interface as the previous one, but with a red arrow pointing to the "Print Report" button in the toolbar. The "Critical Control Points" tab is also highlighted, indicating the next step in the process.

16. Review the report for errors and click Print



17. Select the correct printer and click OK.



18. When the report has finished close the inspection tab by clicking the X next to the facility's name.

