The Gravity Food Safety & Sanitation System

A source-controlled management system for safe food, sanitation, inspection readiness, and corrective action.

SYSTEM FAMILY	GRV-FS01-GRV-FS30
DOCUMENT	Operating Manual
EDITION	Founding Year Release 1.0 | August 2026

TRUTH -> COST -> SYSTEM

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1. Purpose and Operating Promise

Creates one controlled management system for food-safety authority, source control, employee health, time and temperature, contamination prevention, sanitation, environmental conditions, inspection readiness, corrective action, and verification.

Truth	Use controlled evidence to establish what is actually happening.
Cost	Name the operational, financial, safety, guest, or people consequence of leaving the gap uncorrected.
System	Assign ownership, frequency, evidence, decision rules, corrective action, and verification.
Renewal	Retest the result, update the controlled standard when needed, and set the next review date.

2. The Gravity Control Standard

- Every active tool has one official ID, one named owner, one stated frequency, and one current version.
- Every management conclusion points back to a defined source, period, and limitation.
- Forms and workbooks organize evidence; they do not become the legal, accounting, payroll, health-department, or other source record unless the applicable authority says they do.
- A failed check produces a decision: correct, escalate, accept with documented authority, or stop.
- No metric may be improved by quietly weakening safety, legality, quality, hospitality, or approved operating standards.
- Local copies must not drift from the controlled master without documented approval and version change.

3. Architecture and Boundaries

This system owns a specific operating subject. It references neighboring Gravity systems without rebuilding their records.

Connected system / authority	Boundary
Applicable regulatory authority	GRV-FS uses the current FDA Food Code as a federal model reference but requires the restaurant to map the state, local, tribal, territorial, or other authority actually applicable to the location.
GRV-RC Risk & Continuity	Owns emergency coordination, continuity, recovery, and reopening. GRV-FS owns routine food-safety control, monitoring, sanitation, inspection evidence, and corrective action.

Connected system / authority	Boundary
GRV-F Food Cost & Inventory	Owns product cost, purchasing, inventory, yield, and waste economics. GRV-FS controls whether food is safe to receive, store, prepare, hold, serve, retain, discard, or correct.
SOP Library / GRV-S	Provides approved task procedures. GRV-FS verifies source authority, responsibility, monitoring, exceptions, corrective action, and evidence.
Qualified health / legal / regulatory review	The system organizes management records; it does not replace the health department, medical advice, legal advice, or jurisdiction-specific requirements.

4. Roles, Authority and Escalation

Role	Control responsibility
Owner / Executive Sponsor	Approves the system objective, authority boundaries, high-risk exceptions, resources, and quarterly priorities.
System Owner	Maintains the active system, source map, tool versions, dashboard, review cadence, and open corrective actions.
Manager on Duty / Department Owner	Uses the required records, acts within approved authority, escalates exceptions, and verifies shift-level completion.
Record Owner / Trainer / Specialist	Creates accurate evidence, follows the current standard, corrects known errors, and flags uncertainty.
Qualified Reviewer	Handles matters requiring legal, accounting, payroll, food-safety, HR, insurance, regulatory, or other specialized judgment.

ESCALATION RULE: When authority, source validity, safety, legality, or required evidence is unclear, pause the affected decision when feasible and route the issue to the appropriate qualified owner rather than inventing a local rule.

5. Source Control and Evidence Quality

- Record the source system or document, report name, period/as-of time, owner, and whether the information is preliminary or final.
- Preserve corrections rather than silently overwriting material history. Note what changed, why, by whom, and when.

- Use one approved definition for every recurring metric. If a definition changes, mark the effective date and do not compare unlike periods without disclosure.
- Retain supporting evidence according to the restaurant's approved records policy and any applicable legal or regulatory requirements.
- Do not collect sensitive personal or health information merely because a form has space for it. Record only what the approved process needs.

6. Operating Cycle

Step	Management question	Output
1	What is the approved rule?	Authority / target
2	What actually happened?	Source-backed record
3	What is missing or outside control?	Exception list
4	What must change now?	Decision
5	Who will do what by when?	Owned action
6	Did it work and what changes?	Closed evidence / next review

7. Governance & Source Control

TOOLS: GRV-FS01 through GRV-FS05

Management questions

- Which authority actually governs this location?
- Is the adopted code/version documented?
- Are person-in-charge and manager coverage responsibilities explicit?

CONTROL RISK Using the federal model as if it were the local law can create false compliance confidence.

Tool	Owner / frequency	Operating use
GRV-FS01 | Regulatory Authority & Source Map	Owner / GM / Food Safety Lead At setup and annual review	Identifies the actual regulatory authority, adopted code/version, permit contacts, inspection source, internal standard owner, and source review dates for the location.
GRV-FS02 | Person-in-Charge Responsibility Assignment	Owner / GM At appointment and when roles change	Defines who is responsible for food-safety oversight by operating period and what authority, escalation, documentation, and backup coverage apply.
GRV-FS03 | Food Protection Manager Coverage Plan	Owner / GM At setup and when staffing changes	Maps certified or otherwise required food-protection coverage to operating hours without assuming one

		jurisdictional rule applies everywhere.
GRV-FS04 | Food Safety Management System Charter	Owner / GM / Food Safety Lead At setup and annual review	Defines the location food-safety management system, controlled processes, records, review rhythm, responsibilities, and corrective-action path.
GRV-FS05 | Inspection Readiness & Authority Contact Record	GM / Food Safety Lead Monthly and before inspection follow-up	Keeps current permit, authority, contact, inspection, corrective-action, and document-location information in one controlled record.

Area exit test: the current records are complete enough to support a decision, material exceptions have owners, overdue actions are visible, and the next review date is scheduled.

8. Employee Health & Personal Hygiene

TOOLS: GRV-FS06 through GRV-FS10

Management questions

- Do employees know when and how to report illness?
- Are handwashing and ready-to-eat controls observed, not merely trained?
- Is contamination-event response ready?

CONTROL RISK Illness and hygiene policies fail when employees fear reporting or managers improvise decisions.

Tool	Owner / frequency	Operating use
GRV-FS06 | Employee Health Policy Acknowledgment	Manager / People Owner At hire and policy update	Documents that the employee received and understood the location-approved illness reporting and restriction/exclusion policy.
GRV-FS07 | Employee Illness Reporting & Management Decision Record	Manager / Food Safety Lead Per report	Records reported symptoms/diagnosis information only to the extent permitted and needed, the applicable source, management restriction/exclusion decision, escalation, and return criteria.
GRV-FS08 | Handwashing & Personal Hygiene Verification	Manager / Food Safety Lead Daily observation and periodic audit	Verifies access, supplies, observed practices, barriers, coaching, and corrective action for handwashing and personal hygiene.

GRV-FS09 | Ready-to-Eat Food Contact Control Check	Manager / Food Safety Lead Daily and spot checks	Verifies approved barriers and handling practices for ready-to-eat food and records any observed breakdown and correction.
GRV-FS10 | Contamination-Event Response Readiness Verification	GM / Food Safety Lead Monthly and after event	Confirms the approved response procedure, supplies, restricted area, disposal, disinfection, reporting, and retraining controls are ready.

Area exit test: the current records are complete enough to support a decision, material exceptions have owners, overdue actions are visible, and the next review date is scheduled.

9. Time, Temperature & Process Control

TOOLS: GRV-FS11 through GRV-FS15

Management questions

- Are applicable process limits drawn from the approved local source?
- Are receiving, holding, cooling, reheating, and time-control deviations acted on immediately?
- Are disposition decisions documented?

CONTROL RISK Hard-coded limits become dangerous when local rules or processes differ.

Tool	Owner / frequency	Operating use
GRV-FS11 | TCS Food Process & Control Map	Chef / Food Safety Lead At setup and menu/process change	Maps each controlled food process to the applicable receiving, storage, preparation, cooking, cooling, reheating, holding, or time-control requirement source.
GRV-FS12 | Receiving Temperature & Condition Verification	Receiver / Manager Each applicable delivery	Records required receiving checks from the location-approved standard, including condition, temperature where applicable, packaging, date control, and reject/accept decision.
GRV-FS13 | Holding Control Monitoring Record	Manager / Station Owner At approved frequency	Records hot/cold holding or other required controls using the applicable approved threshold and correction rule rather than a hard-coded national assumption.
GRV-FS14 | Cooling & Reheating Process Verification	Kitchen Manager / Food Safety Lead	Documents start/end conditions, time/temperature

	Each controlled batch or approved sample plan	checkpoints, equipment, batch identification, deviation, disposition, and verification against the approved local standard.
GRV-FS15 | Approved Time-Control Authorization & Monitoring Log	GM / Food Safety Lead Per approved use	Documents any approved time-as-a-control procedure, authorization, start time, discard time, labeling, monitoring, and corrective action based on the applicable authority.

Area exit test: the current records are complete enough to support a decision, material exceptions have owners, overdue actions are visible, and the next review date is scheduled.

10. Contamination, Allergens & Sanitation

TOOLS: GRV-FS16 through GRV-FS20

Management questions

- Are raw/RTE separation, allergen communication, food-contact sanitation, warewashing, and chemicals independently verified?
- Are recurring sanitation failures visible?
- Are equipment or process contributors corrected?

CONTROL RISK Sanitation records that only show “done” can hide concentration, equipment, or behavior failures.

Tool	Owner / frequency	Operating use
GRV-FS16 | Raw-to-Ready-to-Eat Separation Audit	Kitchen Manager Daily and weekly audit	Checks storage, prep, utensils, surfaces, workflow, and employee practices that protect ready-to-eat food from raw animal-product contamination.
GRV-FS17 | Allergen Control & Communication Verification	Manager / Expo / Kitchen Lead Per declared allergy and periodic audit	Verifies the restaurant’s approved allergy communication, ingredient/source check, preparation controls, handoff, service confirmation, and incident escalation.
GRV-FS18 | Food-Contact Surface Cleaning & Sanitizing Verification	Kitchen Manager / Sanitation Lead Daily and scheduled audit	Confirms cleaning and sanitizing frequency, approved chemical/process, concentration or equipment verification where required, and corrective

		action.
GRV-FS19 | Warewashing & Sanitizer Control Record	Dish / Kitchen Manager At approved frequency	Records warewashing-machine or manual-sink control checks, sanitizer verification, equipment condition, corrective action, and management review.
GRV-FS20 | Chemical Storage, Labeling & Use Audit	Kitchen Manager / Safety Lead Weekly	Verifies chemical identification, storage, labeling, use instructions, separation, secondary containers, access, and correction.

Area exit test: the current records are complete enough to support a decision, material exceptions have owners, overdue actions are visible, and the next review date is scheduled.

11. Facility, Equipment & Environmental Conditions

TOOLS: GRV-FS21 through GRV-FS25

Management questions

- Do facility conditions support the food-safety standard?
- Are cleaning, pest, water/plumbing, and equipment issues closed with verification?
- Are outages routed to continuity controls when needed?

CONTROL RISK Facility defects can defeat otherwise good food-handling practices.

Tool	Owner / frequency	Operating use
GRV-FS21 | Facility Sanitation Walk	Manager / Sanitation Lead Daily	Reviews floors, drains, walls, ceilings, refuse, employee areas, non-food-contact surfaces, hand sinks, restrooms, and other sanitation conditions requiring action.
GRV-FS22 | Master Cleaning Schedule & Verification Record	Sanitation Lead / Department Managers Weekly and monthly	Defines what is cleaned, by whom, how often, by what approved method, and how completion and effectiveness are verified.
GRV-FS23 | Pest Evidence & Corrective Action Log	GM / Facility Owner As found; monthly review	Records evidence, location, date, immediate control, sanitation or structural contributors, vendor escalation, and verification.
GRV-FS24 | Water, Ice, Plumbing & Backflow Readiness	GM / Facility Owner Monthly and after disruption	Verifies approved water/ice source, plumbing condition,

Review		drainage, cross-connection/backflow controls, interruption response, and service documentation.
GRV-FS25 | Equipment Condition & Cleanability Review	Kitchen Manager / Facility Owner Monthly	Checks food equipment condition, cleanability, seals, surfaces, calibration needs, damage, repair priority, and food-safety impact.

Area exit test: the current records are complete enough to support a decision, material exceptions have owners, overdue actions are visible, and the next review date is scheduled.

12. Audit, Incident Review & Renewal

TOOLS: GRV-FS26 through GRV-FS30

Management questions

- Do internal audits focus on risk factors rather than cosmetic scores?
- Are regulatory findings and near misses converted to corrective action?
- Does the 90-day plan reduce recurrence?

CONTROL RISK Inspection findings repeat when they are treated as one-time cleanup tasks.

Tool	Owner / frequency	Operating use
GRV-FS26 | Food Safety Training & Competency Verification	Food Safety Lead / Trainer At onboarding and recurring review	Confirms role-specific food-safety learning, observed competency, retraining needs, source version, and certification or qualification evidence where applicable.
GRV-FS27 | Internal Food Safety Risk-Factor Audit	GM / Food Safety Lead Monthly or quarterly	Audits the highest-risk food-safety controls using the location's approved authority and records pass/fail evidence, severity, and corrective action.
GRV-FS28 | Regulatory Inspection Finding & Corrective Action Log	GM / Food Safety Lead Per inspection	Converts inspection findings into an owned correction, due date, evidence, authority communication, verification, and closure record.
GRV-FS29 | Food Safety Incident / Near-Miss Review	Owner / GM / Food Safety Lead Per event	Records facts, affected process, product disposition, notifications, source requirements, immediate control, root cause, corrective

		action, and prevention learning.
GRV-FS30 | Monthly Food Safety Scorecard & 90-Day Improvement Plan	Owner / GM / Food Safety Lead Monthly and quarterly	Combines audit results, deviations, inspection findings, sanitation completion, training, incidents, and open actions into the next 90-day food-safety plan.

Area exit test: the current records are complete enough to support a decision, material exceptions have owners, overdue actions are visible, and the next review date is scheduled.

13. Digital Control Center

The workbook is the live management control center. It should summarize approved source data and active decisions; it should not become a shadow POS, payroll system, accounting ledger, health-department record, or personnel file.

Editable input cells are intentionally separated from formula and control cells. Managers should resolve failed checks before interpreting dashboard results.

The dashboard is designed to answer five questions: What changed? Where is the largest exposure? Which control failed? Who owns the correction? Has the result been verified?

14. Forms, Record Handling and Version Control

- Use the editable DOCX forms only for controlled customization. Preserve the official tool ID and system meaning.
- Use the fixed PDF forms for normal printing and blank-field distribution.
- File completed records in one named location by period or subject so review evidence can be found without searching personal folders.
- Archive replaced versions and clearly identify the effective version. Do not keep several unlabeled “final” copies in active use.
- Restrict sensitive records to the minimum people who need them and follow applicable privacy, employment, health, and records rules.

15. Management Review Rhythm

Rhythm	Required management use
Shift / event	Complete event-based records, correct immediate failures, escalate safety/legal/authority issues.
Daily	Check required logs, exceptions, unresolved actions, and handoff items.
Weekly	Review patterns, key variances, open actions, overdue items, and one to three priority corrections.
Monthly	Review system scorecard, source quality, recurring causes, training needs, and cross-

	system effects.
Quarterly / 90 days	Retest priorities, update pars/targets/coverage/standards as applicable, close stale actions, and approve the next improvement plan.
Annual / major change	Reconfirm source authority, ownership, system boundaries, document versions, major assumptions, and required qualified review.

16. 90-Day Installation Plan

Days 1-30 | Stabilize

Assign the system owner. Confirm sources and definitions. Launch only the highest-risk five to eight tools. Train record owners. Remove uncontrolled duplicate forms. Establish the weekly review.

Days 31-60 | Standardize

Expand the tool set, validate the workbook, correct weak fields, calibrate managers, document exceptions, and begin monthly scorecard review.

Days 61-90 | Verify & Renew

Audit evidence quality, measure outcomes, close failed checks, confirm cross-system handoffs, approve the next 90-day priorities, and freeze Release 1.0 local configuration.

17. Complete Tool Directory

ID / Tool	Owner	Frequency	Purpose
GRV-FS01 Regulatory Authority & Source Map	Owner / GM / Food Safety Lead	At setup and annual review	Identifies the actual regulatory authority, adopted code/version, permit contacts, inspection source, internal standard owner, and source review dates for the location.
GRV-FS02 Person-in-Charge Responsibility Assignment	Owner / GM	At appointment and when roles change	Defines who is responsible for food-safety oversight by operating period and what authority, escalation, documentation, and backup coverage apply.
GRV-FS03 Food Protection	Owner / GM	At setup and when staffing changes	Maps certified or otherwise required

ID / Tool	Owner	Frequency	Purpose
Manager Coverage Plan			food-protection coverage to operating hours without assuming one jurisdictional rule applies everywhere.
GRV-FS04 Food Safety Management System Charter	Owner / GM / Food Safety Lead	At setup and annual review	Defines the location food-safety management system, controlled processes, records, review rhythm, responsibilities, and corrective-action path.
GRV-FS05 Inspection Readiness & Authority Contact Record	GM / Food Safety Lead	Monthly and before inspection follow-up	Keeps current permit, authority, contact, inspection, corrective-action, and document-location information in one controlled record.
GRV-FS06 Employee Health Policy Acknowledgment	Manager / People Owner	At hire and policy update	Documents that the employee received and understood the location-approved illness reporting and restriction/exclusion policy.
GRV-FS07 Employee Illness Reporting & Management Decision Record	Manager / Food Safety Lead	Per report	Records reported symptoms/diagnosis information only to the extent permitted and needed, the applicable source, management restriction/exclusion decision, escalation, and return criteria.
GRV-FS08 Handwashing & Personal Hygiene Verification	Manager / Food Safety Lead	Daily observation and periodic audit	Verifies access, supplies, observed practices, barriers, coaching, and corrective action for handwashing and

ID / Tool	Owner	Frequency	Purpose
			personal hygiene.
GRV-FS09 Ready-to-Eat Food Contact Control Check	Manager / Food Safety Lead	Daily and spot checks	Verifies approved barriers and handling practices for ready-to-eat food and records any observed breakdown and correction.
GRV-FS10 Contamination-Event Response Readiness Verification	GM / Food Safety Lead	Monthly and after event	Confirms the approved response procedure, supplies, restricted area, disposal, disinfection, reporting, and retraining controls are ready.
GRV-FS11 TCS Food Process & Control Map	Chef / Food Safety Lead	At setup and menu/process change	Maps each controlled food process to the applicable receiving, storage, preparation, cooking, cooling, reheating, holding, or time-control requirement source.
GRV-FS12 Receiving Temperature & Condition Verification	Receiver / Manager	Each applicable delivery	Records required receiving checks from the location-approved standard, including condition, temperature where applicable, packaging, date control, and reject/accept decision.
GRV-FS13 Holding Control Monitoring Record	Manager / Station Owner	At approved frequency	Records hot/cold holding or other required controls using the applicable approved threshold and correction rule rather than a hard-coded national assumption.
GRV-FS14	Kitchen Manager /	Each controlled batch	Documents start/end

ID / Tool	Owner	Frequency	Purpose
Cooling & Reheating Process Verification	Food Safety Lead	or approved sample plan	conditions, time/temperature checkpoints, equipment, batch identification, deviation, disposition, and verification against the approved local standard.
GRV-FS15 Approved Time-Control Authorization & Monitoring Log	GM / Food Safety Lead	Per approved use	Documents any approved time-as-a-control procedure, authorization, start time, discard time, labeling, monitoring, and corrective action based on the applicable authority.
GRV-FS16 Raw-to-Ready-to-Eat Separation Audit	Kitchen Manager	Daily and weekly audit	Checks storage, prep, utensils, surfaces, workflow, and employee practices that protect ready-to-eat food from raw animal-product contamination.
GRV-FS17 Allergen Control & Communication Verification	Manager / Expo / Kitchen Lead	Per declared allergy and periodic audit	Verifies the restaurant's approved allergy communication, ingredient/source check, preparation controls, handoff, service confirmation, and incident escalation.
GRV-FS18 Food-Contact Surface Cleaning & Sanitizing Verification	Kitchen Manager / Sanitation Lead	Daily and scheduled audit	Confirms cleaning and sanitizing frequency, approved chemical/process, concentration or equipment verification where required, and corrective action.
GRV-FS19 Warewashing &	Dish / Kitchen Manager	At approved frequency	Records warewashing-machine or manual-

ID / Tool	Owner	Frequency	Purpose
Sanitizer Control Record			sink control checks, sanitizer verification, equipment condition, corrective action, and management review.
GRV-FS20 Chemical Storage, Labeling & Use Audit	Kitchen Manager / Safety Lead	Weekly	Verifies chemical identification, storage, labeling, use instructions, separation, secondary containers, access, and correction.
GRV-FS21 Facility Sanitation Walk	Manager / Sanitation Lead	Daily	Reviews floors, drains, walls, ceilings, refuse, employee areas, non-food-contact surfaces, hand sinks, restrooms, and other sanitation conditions requiring action.
GRV-FS22 Master Cleaning Schedule & Verification Record	Sanitation Lead / Department Managers	Weekly and monthly	Defines what is cleaned, by whom, how often, by what approved method, and how completion and effectiveness are verified.
GRV-FS23 Pest Evidence & Corrective Action Log	GM / Facility Owner	As found; monthly review	Records evidence, location, date, immediate control, sanitation or structural contributors, vendor escalation, and verification.
GRV-FS24 Water, Ice, Plumbing & Backflow Readiness Review	GM / Facility Owner	Monthly and after disruption	Verifies approved water/ice source, plumbing condition, drainage, cross-connection/backflow controls, interruption response, and service documentation.

ID / Tool	Owner	Frequency	Purpose
GRV-FS25 Equipment Condition & Cleanability Review	Kitchen Manager / Facility Owner	Monthly	Checks food equipment condition, cleanability, seals, surfaces, calibration needs, damage, repair priority, and food-safety impact.
GRV-FS26 Food Safety Training & Competency Verification	Food Safety Lead / Trainer	At onboarding and recurring review	Confirms role-specific food-safety learning, observed competency, retraining needs, source version, and certification or qualification evidence where applicable.
GRV-FS27 Internal Food Safety Risk-Factor Audit	GM / Food Safety Lead	Monthly or quarterly	Audits the highest-risk food-safety controls using the location's approved authority and records pass/fail evidence, severity, and corrective action.
GRV-FS28 Regulatory Inspection Finding & Corrective Action Log	GM / Food Safety Lead	Per inspection	Converts inspection findings into an owned correction, due date, evidence, authority communication, verification, and closure record.
GRV-FS29 Food Safety Incident / Near-Miss Review	Owner / GM / Food Safety Lead	Per event	Records facts, affected process, product disposition, notifications, source requirements, immediate control, root cause, corrective action, and prevention learning.
GRV-FS30 Monthly Food Safety Scorecard & 90-Day Improvement Plan	Owner / GM / Food Safety Lead	Monthly and quarterly	Combines audit results, deviations, inspection findings, sanitation completion, training, incidents, and open

ID / Tool	Owner	Frequency	Purpose
			actions into the next 90-day food-safety plan.

18. Official Sources and Use Limitations

The sources below support the control design. The restaurant must still use its own verified operating records and the current authority applicable to its location. Source pages and laws can change; verify them before relying on a legal, regulatory, health, payroll, tax, or compliance conclusion.

Reference	Official source / use
FDA Food Code	https://www.fda.gov/food/retail-food-protection/fda-food-code
FDA Food Code 2022	https://www.fda.gov/food/fda-food-code/food-code-2022
FDA Supplement to the 2022 Food Code	https://www.fda.gov/food/hfp-constituent-updates/fda-releases-supplement-2022-food-code
FDA Employee Health Policy Tool	https://www.fda.gov/food/retail-food-protection/fda-employee-health-policy-tool
FDA Retail Food Protection Resources	https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/retail-food-protection
CDC Restaurant Food Safety	https://www.cdc.gov/restaurant-food-safety/

FINAL OPERATING STANDARD Use trustworthy evidence, face the cost of the gap, make one controlled decision, assign the correction, and verify the result before calling the system healthy.