

CORRECTIVE ACTION RECORD

Company Name: _____ Address: _____

Product Identity: _____ Production Code: _____ Date: _____ Time: _____

Operation or processing step:

Description of problem or deviation:

Corrective action taken (including disposition of product):

Cross-referenced forms, results of the evaluation, or other documents:

Signature and date of person responsible taking the corrective action: _____

Reviewer: _____ Date _____

NOTE: This generic record is for your information only. It should not be used without modification. Each record must be specific for the processing plant, species processed, and processing methods used. The record shall include:

- 1) the name and location of the processor or importer;
- 2) the date and time of the activity that the record reflects;
- 3) the signature or initials of the person performing the operation; and
- 4) where appropriate, the identity of the product and the production code, if any. Processing and other information shall be entered at the time that it is observed.

The corrective action report should also contain the following:

- 1) amount of product on hold
- 2) description of the deviation,
- 3) corrective action taken including final disposition of the affected product,
- 4) name of the individual responsible for taking the corrective action, and
- 5) results of the evaluation when necessary.

The review of corrective action records shall occur within 1 week after the day that the records are made.

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