

# **CORRECTIVE ACTIONS POLICY**

## **Documenting Corrective Actions:**

1. The foodservice director or manager\* will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
2. The foodservice director or manager will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the written SOPs.
3. Foodservice staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.
4. The Foodservice District Manager or Site Manager, or a responsible person appointed by such a manager, will digitally submit a Weekly Food Safety Checklist via [www.schoolHACCP.com](http://www.schoolHACCP.com) which will log any Corrective Actions taken during the reporting week and as within the scope of such the Checklist.

## **Training:**

1. In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective actions when necessary.
2. Guidance on most common specific corrective actions will be listed in this food safety program and will be posted in an accessible location in the kitchen.

Corrective actions for common problems are included with this Plan.