1. **SCOPE**
2. All Tijule Employees
3. **PURPOSE**
4. The purpose of this procedure is to describe the methods for Correction and Corrective Actions taken on CCP/PC,S, PRP’S, OPRP’S, Preventive Controls (PC), Customer Complaints, Internal Audits, External Audits, Verification, Non-Conforming Raw Materials and all food safety issues.
5. **DEFINITIONS**
   * 1. Non-Conformity: The non-fulfillment of a requirement.
     2. *Correction*: Action taken to identify and correct a detected non conformity
6. *Corrective Action*: Action taken to determine the CAUSE of a detected non-conformity to prevent recurrence.
7. REP: Record Every Problem
8. **PROCEDURE**
   1. Responsibility

**Operator/Supervisor/Maintenance Manager/Functional Responsibility**

1. *CCP/PC Bammy Correction*
2. CCP/PC 1

Where the defect is noticed after the flour has been sieved a deviation report must be completed and the flour must be set aside for a decision to be made. If there is any sign that the unity of the sieve is compromised, the sieve must be taken to the maintenance department.

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1. CCP/PC 2

If the cook time has not been maintained (under baked) or the Bammies are over-baked, they must be discarded to prevent them from entering the trade

1. **Operator/Supervisor/Maintenance Manager/Food Safety Team Leader/ Functional Responsibility**
2. CCP/PC Ackee *Correction*
   * 1. CCP/PC 1

If pods are rotten, soft or show any other sign of decay, they are discarded.

If any pod selected is not mature, it is rejected and discarded.

Monitor the quality of ackees from each supplier. If an excess amount of ackees from a particular supplier does not comply with the required specifications, or are found to be contaminated with extraneous matter, the supplier is notified. Ackees which do not meet the accepted criteria are rejected.

1. CCP/PC 2

If there is physical extraneous matter on the clean arils that can be removed without damaging the aril, it is removed; otherwise the affected aril(s) are removed and discarded.

If any trace of raphe or membrane is seen in cut arils, the affected arils are re-cleaned. If there is a significant level of re-cleaning that can be attributed to any cutter, that person is retrained.

1. CCP/PC 3

If there are any deviations from the specifications, the Maintenance Manager is notified and the seamer is adjusted. If adjustment is necessary after production has started, the affected cans (i.e. those sealed since the last check) are isolated and additional cans examined for can seams both internally and by an external lab. Should these be found to be still out of specification, the cans produced during the affected period are discarded.

1. CCP/PC 4

If there are any deviations from the specifications, the Maintenance Manager is notified and the boiler is adjusted where appropriate, adjustments can also be made to the cook time as specified by the deviation cook schedule. If there are deviations from the specifications, the QC Manager is also notified and the batch held. This lot is released against commercial sterility results for that cook batch.

The Deviation Cook Schedule is developed by a Process Authority is followed.

A deviation report is completed if:

The initial temperature falls below 130 oF

The venting time is less than 11 minutes for retort #1 and 13 minutes for retort #2

The temperature at the end of venting is below 220 oF.

The temperature of the retort thermometer during the cook falls below 246 oF.

The cook time at 245oF for A2 cans is less than 6 minutes

The cook time at 242 F for A10 cans is less than 15 minutes

The temperature on the recorder chart rises above the Retort temperature.

1. CCP/PC 5

If there is any deviation the chlorine levels are adjusted. Additionally the cans are visually examined to check for any evidence of leaking.

A deviation form is completed if residual chlorine levels falls outside the range.

1. **Operator/ Supervisor/ Maintenance Manager/ Food Safety Team Leader/ Functional Responsibility**
2. *CCP/PC Callaloo Correction*
   * 1. CCP/PC1

If there are any deviations from the specifications, the Maintenance Manager is notified and the seaming head is adjusted. If adjustment is necessary after production has started, the affected cans (i.e. those sealed since the last check) are isolated and additional cans from the cook examined for can seam integrity by both the company’s internal laboratory and an external laboratory.

Should these be found to be still out of specifications, the cans produced during the affected period are disposed of using the company's

Control of Nonconforming Product Procedure

1. CCP/PC 2

If there are any deviations from the specifications, the Maintenance Manager is notified and the boiler is adjusted where appropriate. If there are deviations from the specifications, the Food Safety Team Leader is also notified and the batch held for a period of 14 days.

Where a Deviation Cook Schedule is developed by a Process Authority, the deviation cook may be followed.

A deviation report is completed if:

The initial temperature falls below 150°F

The venting time is less than 11 minutes for retort #1 and 13 minutes for retort #2

The temperature at the end of venting is below 220 oF.

The temperature of the Retort thermometer during the cook falls below 241°F/247oF

The cook time at 240°F is less than 52 minutes (A2) & 58 minutes at 246°F for A10

The temperature on the recorder chart rises above the Retort temperature.

* 1. CCP/PC 3

If there is any deviation from the specifications, the Food Safety Team Leader is notified so that the chlorine level can be adjusted. Additionally the cans are visually examined to check for any evidence of leaking.

A deviation form will be completed if residual chlorine level falls outside of the range 0.5-2.0ppm

1. **Operator/Supervisor/ Maintenance Manager/ Food Safety Team Leader/ Functional Responsibility**
2. *CCP/PC Sauces and Jerk Seasoning Correction*
   * 1. CCP/PC 1

If there are any deviations from the specifications, the Food Safety Team Leader is notified and the batch is held until a decision is taken as to the corrective action which should be made. The cook is reviewed by a Process Authority. This lot is released against commercial sterility results for that batch.

Where a deviation cook schedule is developed by a Process Authority, the deviation cook maybe followed.

1. **All Employees**
2. Correction
3. PRP’S

Deviations observed which food safety critical are recorded by the individual using REP process. Any deviation observed which is a treat to food safety is corrected immediately, if it cannot be corrected the production is discontinued until the problem is resolved.

Deviations observed are documented on the REP form located on the notice board.

1. Corrective Action

All non-conformities relating to Internal Audits, External Audits are reviewed and documented on the CAR form and then entered into the Corrective Action database and a Root Cause Analysis done to determine the CAUSE of the non-conformity. The process includes but is not limited to;

1. Reviewing trends in monitoring results that may indicate development towards loss of control.
2. Evaluating the need for action to ensure that nonconformities do not recur,
3. Determining and implementing the actions needed,
4. Recording the results of corrective actions taken, and
5. Reviewing corrective actions taken to ensure that they are effective
6. Issues identified through REP, Verification and Inspection are evaluated by the Food Safety Team and a determination on its severity is made to see if warrants going through the Root Cause Analysis process. The Food Defense/Food Fraud procedures are reviewed after every potential failure.
7. **RECORDS**

[REP-001](file:///C:\Users\kroach\AppData\FORMS\Corrective%20ActionREP\REP.docx)

[..\..\..\FORMS\MS Forms\REP](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\MS%20Forms\REP)

System Deviation Report

[..\..\..\FORMS\CCP/PC Forms\Ackee\System Deviation Report](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\CCP%20Forms\Ackee\System%20Deviation%20Report)

Corrective Action Report

[..\..\..\FORMS\MS Forms\CAR\CORRECTIVE ACTION1.doc](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\MS%20Forms\CAR\CORRECTIVE%20ACTION1.doc)

1. **REFERENCES**

Ackee Procedures

[..\..\HACCP/PC PROCEDURES\Ackee CCP/PC](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Ackee%20CCP)

Calallo Procedures

[..\..\HACCP/PC PROCEDURES\Callaloo CCP/PC](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Callaloo%20CCP)

Bammy Procedures

[..\..\HACCP/PC PROCEDURES\Bammy CCP/PC](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Bammy%20CCP)

Sauces and Jerk Season Procedure

[..\..\HACCP/PC PROCEDURES\Sauces & Jerk seasoning CCP/PC\CCP/PC 1 Cooking.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Sauces%20&%20Jerk%20seasoning%20CCP\CCP%201%20Cooking.docx)

1. **DOCUMENT CONTROL INFORMATION**
2. **APPROVAL AUTHORITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team | Food Safety Team | Food Safety Team | 21/4/15 |