Corrective action and product disposition record

Document the deviation, isolate affected food and retain the evidence behind the final product decision.

1. Assign an action ID and record the deviation, detection time, process, limit and evidence. Identify all potentially affected lots and quantities.

2. Record immediate containment and the person responsible. Keep product on hold pending an authorised decision when safety is uncertain.

3. Record the investigation, root cause and product disposition with its evidence and authorisation. Include disposal, rework or release references as applicable.

4. Assign preventive actions and due dates. Close the record only after verification confirms the action was effective.

Correcting an equipment fault does not establish that affected food is safe. Make and document a separate product decision using your approved procedure and competent review.

Adapt these supporting records to your products, processes and approved food safety plan. They are not HACCP certification or a complete site-specific food safety program. Establish and validate limits with a competent person before use. Examples are fictional and are not prescribed limits.

Sources checked 18 September 2026

FAO: Good Hygiene Practices and HACCP toolbox

Deviation and disposition

Use one action ID across containment, product disposition and follow-up records.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Action ID / detection time	Deviation / limit / evidence	Product / lots / quantity	Containment / owner / time	Disposition / evidence	Authoriser / date

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Deviation and disposition

Use one action ID across containment, product disposition and follow-up records.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Action ID / detection time	Deviation / limit / evidence	Product / lots / quantity	Containment / owner / time	Disposition / evidence	Authoriser / date
CA18 / 18/09/2026 07:10	CR1 alarm; history incomplete	Batch D18 / 12 units	Hold; segregated by AS at 07:15	Awaiting food-safety assessment; no release	JT / review pending

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

Correcting an equipment fault does not establish that affected food is safe. Make and document a separate product decision using your approved procedure and competent review.

Follow-up and closure

Record root cause, prevention and verification separately from the immediate correction.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Action ID / root cause	Corrective / preventive action	Owner / due date	Evidence of completion	Effectiveness check / result	Closure approval / date

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Follow-up and closure

Record root cause, prevention and verification separately from the immediate correction.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Action ID / root cause	Corrective / preventive action	Owner / due date	Evidence of completion	Effectiveness check / result	Closure approval / date
CA18 / door seal damage	Replace seal; add seal check	Maintenance / 19/09/2026	Work order WO18 pending	Review temperature trend after repair	Open; verification pending

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

Correcting an equipment fault does not establish that affected food is safe. Make and document a separate product decision using your approved procedure and competent review.