# Verification, document review and record register

Schedule verification, control document versions and make completed records easy to retrieve.

1. List verification activities, responsible reviewers, frequency and evidence required. Keep verification distinct from routine monitoring.

2. Record actual review dates, findings and linked corrective actions. Include checks of control effectiveness, not just whether fields are filled in.

3. Register document owners, approved versions and review dates. Remove obsolete copies from operational use while retaining required historical evidence.

4. Define record locations, access and retention periods using applicable legal, customer and business requirements. Do not apply one retention period to every industry.

Verification checks whether the system operates as intended; validation establishes that a control can achieve the intended outcome. Set review and retention requirements for your operation rather than assuming a universal interval.

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

NSW Food Authority: showing food is safe

# Verification schedule

Assign an appropriate reviewer, independent of monitoring where practicable, and record evidence of the review.

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

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

| Activity / criteria | Frequency / due date | Reviewer | Review date / evidence | Findings / action ID | Next review / closure |
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Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

# Worked example - Verification schedule

Assign an appropriate reviewer, independent of monitoring where practicable, and record evidence of the review.

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

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

| Activity / criteria | Frequency / due date | Reviewer | Review date / evidence | Findings / action ID | Next review / closure |
|---|---|---|---|---|---|
| Review storage records and deviations | Weekly / 21/09/2026 | JT | Pending | Open until reviewed | To set after review |

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.

Verification checks whether the system operates as intended; validation establishes that a control can achieve the intended outcome. Set review and retention requirements for your operation rather than assuming a universal interval.

# Document register

Record approved versions and how both current documents and historical records can be retrieved.

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

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

| Document / record ID | Owner / approved version | Location / access | Retention requirement / basis | Review date / approver | Obsolete copy action |
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Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

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|---|---|---|---|---|---|
| CL01 cleaning procedure | JT / version 2 | Controlled site folder | Site retention policy RP01 | 18/09/2026 / JT | Version 1 removed from work area; archived |

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

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