

Standard Operating Procedure

FARM NAME _____

Doc.No. **2.38**

Title: **Completing a Corrective Action**

Effective Date: _____

Reviewed by: _____ GAP Coordinator, Date: _____

1. When a Corrective Action Needed (CAN) is issued during the Harmonized GAP audit, the GAP Coordinator will complete Form 3.24 to document the noted action and how it was corrected.
2. This activity will begin to take place within the week after the audit has been conducted.
3. Actions taken to correct the activity will be noted in the report.
4. Progress will be noted on the form.
5. The date of completion will be noted on Form 3.24.
6. All corrective action reports will be attached to the audit document and also sent to auditing agency for review.
7. This form will also be used when employee food safety violations are recorded.