

SOP: Corrective Action Procedures for Food Safety Deviations

This SOP details the **corrective action procedures for food safety deviations**, including identification and documentation of deviations, immediate containment measures, root cause analysis, implementation of corrective actions, verification of effectiveness, and communication protocols. The goal is to promptly address food safety issues, prevent recurrence, and ensure compliance with regulatory standards to protect consumer health.

1. Purpose

To establish a standardized process for managing food safety deviations by implementing effective corrective actions and ensuring food products meet regulatory and company requirements.

2. Scope

This procedure applies to all personnel involved in food production, QA/QC, and related operations where food safety deviations may occur.

3. Responsibility

- **Operators/Supervisors:** Identify and report deviations.
- **QA/QC Staff:** Investigate and document deviations, oversee corrective actions and verification.
- **Management:** Approve and ensure implementation of corrective actions.

4. Procedure

1. Identification and Documentation of Deviations

- Immediately report any observed or suspected food safety deviation to the supervisor/QA.
- Record all findings in the *Deviation Log* (see template below).

2. Immediate Containment Measures

- Isolate affected product/material to prevent further contamination or usage.
- Halt production if necessary in affected areas.
- Notify stakeholders as per communication protocol.

3. Root Cause Analysis

- Conduct an investigation to determine the underlying cause(s) of the deviation using tools such as the "5 Whys" or Fishbone Diagram.
- Document findings in the Deviation Log.

4. Implementation of Corrective Actions

- Develop a corrective action plan based on root cause analysis.
- Assign responsibility and set timelines for completion.
- Implement actions and update relevant procedures/training as necessary.

5. Verification of Effectiveness

- Monitor and verify the effectiveness of corrective actions (e.g., through audits, follow-up checks).
- Record the results in the Deviation Log.

6. Communication Protocols

- Notify key personnel and, if necessary, external authorities/regulators.
- Communicate resolution and preventative actions to all relevant staff.

Deviation Log Template

Date/Time	Deviation Description	Immediate Action	Root Cause	Corrective Action	Person Responsible	Verification/Outcome	Date Closed

5. Records

- Deviation Log
- Corrective Action Reports
- Training and Communication Records
- Verification/Audit Reports

6. References

- Applicable food safety regulations (e.g., FDA, HACCP, ISO 22000)
- Company's Food Safety Management System Manual

7. Revision History

Version	Date	Summary of Changes	Approved By
1.0	[Insert Date]	Initial release	[Name/Position]