

SOP: Documentation and Record-Keeping for Food Safety Compliance

This SOP details the procedures for **documentation and record-keeping for food safety compliance**, including maintaining accurate records of food safety practices, monitoring critical control points, tracking product traceability, documenting cleaning and sanitation activities, recording employee training and certifications, and ensuring regulatory compliance through systematic record management. The purpose is to guarantee food safety standards are consistently met and to provide traceable documentation for audits and inspections.

1. Purpose

To establish standardized procedures for documentation and record-keeping to ensure ongoing compliance with food safety regulations and to provide verifiable evidence during audits and inspections.

2. Scope

This SOP applies to all personnel involved in food preparation, processing, packaging, and distribution within [Company/Facility Name].

3. Responsibilities

- **Food Safety Manager:** Oversees implementation of record-keeping protocols and audits records for completeness and accuracy.
- **Supervisors:** Ensure staff are trained and records are maintained in their area.
- **All Employees:** Properly complete all required documentation and follow record-keeping procedures.

4. Procedure

1. Record Types

Ensure the following records are maintained:

- Food safety practices (e.g., temperature logs, allergen controls)
- Critical control point (CCP) monitoring
- Product traceability documentation
- Cleaning and sanitation activity records
- Employee training and certification records
- Internal and external audit reports

2. Documentation Process

- Complete records immediately and accurately after the activity.
- Use approved forms and checklists provided by the Food Safety Manager.
- Correct errors by drawing a single line through the mistake, initialing, and entering the correct information with the date.

3. Record Storage and Retention

- Store records securely in designated locations (physical or digital) with restricted access.
- Retain records for a minimum of [X] years or as required by regulatory bodies.
- Dispose of expired records through approved confidential disposal methods.

4. Regulatory Compliance

- Ensure all records meet the requirements of relevant regulatory authorities (e.g., FDA, USDA, local health departments).
- Participate in routine internal reviews to verify compliance and identify opportunities for improvement.

5. Traceability and Audit Support

- Maintain logs in an organized manner to enable prompt retrieval for audits, inspections, or traceability issues.
- Cooperate fully with auditors and provide access to documentation as requested.

5. Training

All employees responsible for food safety documentation must receive initial and ongoing training covering proper record-keeping procedures, documentation, and compliance requirements.

6. Review and Revision

This SOP shall be reviewed annually or as needed due to changes in regulations or operational practices. Revisions are to be documented and communicated to all relevant personnel.

7. References

- [Relevant regulatory guidance documents, e.g., FDA Food Code]

- [Internal policies and procedures]
- [Audit and inspection standards]

8. Appendix: Example Forms

- Temperature Log Sheet
- Sanitation Checklist
- Training Record Form
- CCP Monitoring Form