

Standard Operating Procedure (SOP): Corrective Actions for Sanitation Violations

This SOP details **corrective actions for sanitation violations**, including identification and documentation of violations, immediate containment and cleaning procedures, employee training and accountability, review and update of sanitation protocols, and follow-up inspections to ensure compliance. The objective is to maintain high standards of cleanliness and hygiene, prevent contamination risks, and ensure regulatory compliance within the facility.

1. Purpose

To outline the required corrective actions for any sanitation violations discovered within the facility, ensuring food safety, regulatory compliance, and employee accountability.

2. Scope

This SOP applies to all facility staff, supervisors, and sanitation team members responsible for maintaining and monitoring cleanliness and hygiene standards.

3. Procedure

1. **Identification & Documentation:**
 - Immediately report any observed or suspected sanitation violations to the supervisor.
 - Document the violation in the Sanitation Violation Log, including date, time, location, description, and individuals involved.
 - Take photographic evidence if applicable.
2. **Immediate Containment & Cleaning:**
 - Isolate the affected area to prevent the spread of contamination.
 - Follow established cleaning and disinfection procedures tailored to the nature of the violation.
 - Dispose of any contaminated materials safely, as per facility guidelines.
3. **Employee Training & Accountability:**
 - Provide targeted retraining to personnel involved in or responsible for the violation.
 - Review proper sanitation procedures with all team members during shift meetings, as needed.
 - Document training sessions and retain attendance records.
4. **Review & Update Sanitation Protocols:**
 - Evaluate the root cause of the violation and assess if current protocols require revision.
 - Update sanitation procedures and checklists as necessary.
 - Communicate changes to all relevant staff members promptly.
5. **Follow-Up Inspections & Compliance Verification:**
 - Schedule and complete follow-up inspections of the affected area within 24-72 hours.
 - Verify that corrective measures have been implemented and standards restored.
 - Document inspection results and retain for regulatory review.

4. Responsibilities

- **Facility Staff:** Report sanitation violations and participate in corrective actions.
- **Supervisors/Managers:** Oversee the implementation of corrective actions and documentation.
- **Sanitation Team:** Execute containment and cleaning procedures.
- **Quality Assurance:** Conduct follow-up inspections and ensure compliance.

5. Records

- Sanitation Violation Log
- Corrective Action Reports
- Employee Training Records
- Inspection and Audit Reports