

Corrective action log

Free HACCP corrective action log template in PDF and Excel. Record what went wrong, the immediate action, the root cause and who signed it off.

VENUE / SITE

PERIOD COVERED

RESPONSIBLE MANAGER

Date & time dd/mm hh:mm	Where found Check type or area	What went wrong The deviation, with the reading if there was one	Immediate action What happened to the food	Root cause	Preventive change What is different now	Closed? Y / N	Signed off by

Log the deviation on the day it happens – a log written up weekly is worth very little.

Immediate action should say what happened to the food: moved, reheated, discarded, released.

Review open entries at your management meeting and close them off in writing.