

# CORRECTIVE ACTION REPORT

Company Name: Glorious Crab, Inc. Address: 123 Harvest Way, Seaside MD 12345

Product Identity: \_\_\_\_\_ Production Code: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Operation or processing step:

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Description of problem or deviation:

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Corrective action taken (including disposition of product):

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Cross-referenced forms, results of the evaluation, or other documents:

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Signature and date of person responsible taking the corrective action: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This generic record is for your information only. It should not be used without modification. The record shall include:

- 1) the name and location of the processor or importer;
- 2) the date and time of the activity that the record reflects;
- 3) the signature or initials of the person performing the operation; and
- 4) where appropriate, the identity of the product and the production code, if any. Processing and other information shall be entered at the time that it is observed.

The corrective action report should also contain the following:

- 1) amount of product on hold
- 2) description of the deviation,
- 3) corrective action taken including final disposition of the affected product,
- 4) name of the individual responsible for taking the corrective action, and
- 5) results of the evaluation when necessary.

The review of corrective action records shall occur within 1 week after the day that the records are made. The Tri-State (Maryland, Virginia, and North Carolina) Seafood HACCP Committee recommends at least twice weekly reviews.

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In cooperation with the Tri-State Seafood HACCP Committee and Pamela Tom (Program Representative), Food Science & Technology Department, University of California, Davis, CA 95616-8598

UCSGEP 02-12W; August 2002

This work is sponsored in part by NOAA, National Sea Grant College Program, Department of Commerce, under grant number NA06RG0142, project number A/EA-1, through the California Sea Grant College Program, and in part by the California State Resources Agency. The U.S. Government is authorized to reproduce and distribute reprints for governmental purposes.