



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 review of critical control point records shall occur within 1 week of the day that the records are made.

Any corrective actions shall be documented in a corrective action report.

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