

Corrective Action Request

Corrective Action Request	
Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1 st December 2015
The following Non-compliance has been noted:	Goods transferred to the factory were not covered. Where possible they should be on plastic pallets . Goods transferred were left in direct contact with the floor.
Reference Audit Report or Food Safety Quality System Area	QM 7.6.Loading, Transport and Unloading Practices
Risk Assessment : High / Medium / Low	High Risk – Major Non Compliance
Corrective action required:	Goods transferred to the factory should be covered. Where possible they should be on plastic pallets . They should <u>never</u> be on the floor.
Person Responsible for corrective Action:	Warehouse Manager
Target Date to be completed by:	8 th December 2015
Details of Action taken:	All staff briefed that goods transferred to the factory should be covered. Where possible they should be on plastic pallets. and that they should <u>never</u> be on the floor.
Sign to confirm action completed:	<i>Warehouse Manager</i>
Date Completed:	8 th December 2015

Corrective Action Request

Completed Corrective Action Review		
Corrective Action Report Number:		0001
Issued to:		Warehouse Manager
Date:		1 st December 2015
Results of Audit to confirm corrective action is complete		Training records complete. Checked and goods transferred to the factory were covered and on plastic pallets.
Results of Operations Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance		Complete but follow up again on next audit.
Corrective Action Status Closed or Incomplete?	Closed	Closed out by Operations Manager
	Incomplete <u>New Request Raised</u>	Enter New Corrective Action Request Number Here

* Corrective Action Request Closed / Corrective Action incomplete New Corrective Action Request Number..... Raised

* Delete as applicable

Signed: ... *Operations Manager*..... Operations Manager

Date: 15th December 2015.....