

Record 7: Problems and Corrective Actions

Must Do

Date	What was the problem?	How was the problem controlled? (Your actions, person(s) contacted, etc.)	What can be done to prevent the problem from occurring in the future? (Your Prevention Plan)	Completed by (Initials)
05/06/10	Medicated feed was accepted without a proper label.	Feed company was contacted and a copy of the label was requested.	Inform feed company that medicated feed will not be accepted without a label. Re-train personnel responsible for receiving feed.	JD

Use this record to note any potential food safety problems (e.g. mistakes when administering animal health products, mixing medicated feed or using pesticides; exposure of sheep to chemical contaminants; shipping animals not meeting animal health product withdrawal periods). Mistakes will happen on even the best-run farm. Keeping a record of how you deal with problems clearly shows that due diligence is being taken on your farm to minimize food safety risks.

Producer's Signature: _____ Date: _____

Producers should review this record at least annually and sign to ensure problems have been fully addressed.

Auditor's Initials: _____ Audit Date: _____