



# Global Certification Bureau

Corrective Action Form QMS-P08-F01

Department/process: Operation	
Audit Date: 2025-10-16	NCR No.: 1
Auditor Name: Dr. Tarek Belal	
Clause No.: 8.2.4.j	Audit Criteria: ISO 22000:2018
Finding Description: traces of small particles of breads and green plants , also found in the staff disinfection sink traces of food and kitchen tools	
Evidence: staff disinfection sink traces of food and kitchen tools	
Criteria from ISO Standard: When defining PRPs, the organization must consider the following factors: j) Personal hygiene	
Auditor Name: Tarek Belal	Signature
Proposed Action date: 2025-10-19	Due Date: 2025-10-30
Correction: Immediately cleaned and disinfected the staff sink area using approved cleaning and sanitizing agents. The sink and surrounding surfaces were re-inspected and verified to be clean.	
Root Cause Analysis: Lack of staff awareness and inadequate supervision during cleaning activities in the staff disinfection area. Cleaning checklist not consistently verified by the responsible supervisor.	
Corrective Action: 1. Retrain all staff on proper cleaning and disinfection procedures for sinks and food-contact surfaces. 2. Implement a cleaning verification checklist signed daily by the shift supervisor. 3. Conduct random internal audits twice per month to ensure compliance with hygiene standards.	
<input checked="" type="checkbox"/> Action Accepted	<input type="checkbox"/> Action Not Accepted
Comments: to be checked next surveillance	
Closed <input type="checkbox"/>	Close Date: 0000-00-00