



Global Certification Bureau

Corrective Action Form QMS-P08-F01

Department/process: Operation	
Audit Date: 2025-10-16	NCR No.: 3
Auditor Name: Dr. Tarek Belal	
Clause No.: 8.2.4.i	Audit Criteria: ISO 22000:2018
Finding Description: the cleaning log for K-7 refrigerator wasn't available during the audit.	
Evidence: cleaning log for K-7 refrigerator wasn't available	
Criteria from ISO Standard: When defining PRPs, the organization must consider the following factors: i) Cleaning and disinfection	
Auditor Name: Tarek Belal	Signature
Proposed Action date: 2025-10-19	Due Date: 2025-10-30
Correction: A new cleaning log for refrigerator K-7 has been created and filled with the current month's cleaning records. Supervisor verified all entries.	
Root Cause Analysis: Lack of regular monitoring system to ensure all refrigerator cleaning logs are documented. Responsible staff neglected the record due to insufficient supervision.	
Corrective Action: 1. Establish a weekly review checklist for all cleaning logs by the Quality Supervisor. 2. Train staff on proper documentation of cleaning activities. 3. Maintain a backup electronic copy of all cleaning records in the food safety file.	
<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