

Record and contain the issue

Issue & corrective action record

This operational record does not replace emergency response, accident reporting, food withdrawal procedures or any statutory reporting decision. Follow your approved procedures first.

Site / equipment / issue reference:

Date found / reported by / source:

What happened / objective evidence:

Who or what may be affected:

Immediate containment / restrictions / person informed:

Related service / safety / food / incident record:

Likely cause / investigation evidence:

Responsible owner / target date:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): ISO: management systems and certification | HSE: managing risks and risk assessment

Correct, verify and learn

Issue & corrective action record

Separate fixing the immediate problem from preventing recurrence. A named reviewer should check effectiveness using evidence before closing the action.

Issue reference / owner:

Action / expected result	Owner / due / completed	Evidence / effectiveness check

Procedure / training / supplier change needed:

Effectiveness review date / reviewer / result:

Closed by / date / supporting evidence:

Further action if the problem returns:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): ISO: management systems and certification | HSE: managing risks and risk assessment