

## Sample Verification Schedule

ACTIVITY	DESCRIPTION	FREQUENCY	RESPONSIBILITY	RECORDS
Food Safety Program Review	Review of Flow Diagram Hazard Analysis CCP status Critical limits Verification schedule	Annually	Manager	Amendment Record Updated files
Product Validation	Product Testing	Annually	Manager	Lab Results
Monitoring & Corrective Action Records	Ensure all forms have been filled out correctly, signed and filed	Weekly	Manager	Signed off monitoring forms
Approved Supplier Program	Review Supplier performance and approval data (e.g. are HACCP/ NSWFA certificates current?) Have all requirements promised by the supplier been undertaken?	Annually	Manager	Supplier List
Pest Control, Cleaning, Personal Hygiene	Carrying out the Cleaning/ Maintenance/ Pest/ and Personal Hygiene checklist	Weekly	Manager	Daily food safety log Pest sighting report (contractor)
Calibration Schedule	Verify that Calibration activities have been undertaken as scheduled and that all equipment, which requires calibration, has been included on the schedule.	Annually	Manager	Daily food safety log (monthly)

<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>RESPONSIBILITY</b>	<b>RECORDS</b>
Corrective Action/ Customer Complaints	Review of Corrective Action records and Customer Complaints for trends. Review of Corrective Action records for completion dates and compliance.	Annually	Manager	Internal Audit Non Conforming Product / Customer Complaint Form
Training	Ensure all staff are identified on the training program. Review Corrective Action to identify training requirements Interview staff about work practices and compare with documented work procedures.	Annually	Manager	Internal Audit Daily food safety log Food safety training register
Recall	Trace a product through to the customer who received it. Ensure the customer list and contact details for product recall are current. Ensure Government Department names and contact details are current.	Annually	Manager	Internal Audit Recall Form
Product Identification & Traceability	Trace a product code back supplier.	Annually	Manager	Internal Audit Daily food safety log
Document Control	Verify that the Document control procedure has been followed and only the most current forms and records are being used.	Annually	Manager	Internal Audit