RAW GROUND RECORD SHEET

Date	Batch Code:	SPECIES:	Start Time:	Product Temp °F	End Time:	Product Temp °F	*Initials:*

Date	CCP Records			Observations		Other Records		Comments	Initials
	CCP Records Reviewed			Direct Observation of CCP Activity		See back for list of other records			
	Critical Control Point *CCP*	Critical Limit *CL*	Corrective Action *CA*	Monitoring Activity** (Not a review of records)	Status	Record	Status		
	Name of Critical Control Point Record being reviewed (See back for key)	Are all Critical Limits met for this CCP? (A/D)	Was a Corrective Action performed if CLs were *not** met? (A/D)	What activity was observed while the CCP was being conducted? (see back for key)	Did you personally witness an employee performing this activity? (A/D)	Name of Other Record being reviewed (Cannot be a CCP Record)	Was this record filled out completely & correctly? (A/D)		

Preshipment Review

TIME & DATE	PRODUCT DESCRIPTION	LOT # or CODE DATE	WEIGHT (pounds)	ACCEPTABLE*	DISPOSITION**	SIGNATURE

LIST CORRECTIVE ACTIONS ON BACK OF FORM:

B = Beef **S** = Sheep **P** = Pork

BS = Bison

CCP CORRECTIVE ACTION RECORD SHEET

Date	Time	Description of Deviation	Corrective Action	Preventive Measures	Discard Adulterated Product (Y, N)	Initials

Explanation of Categories for Verification Log Sheet

NOTE: If a process is done *under state inspection* during the week, a review of that process's CCP Records, as well as the monitoring of that CCP's activity shall be done by the end of that same week. For "Other Records," a review of every single applicable category shall be done at least once per week and recorded on the Verification Log Sheet only if that specific process had been conducted during that week.

A – Acceptable

D – Deficient

Date – record date when Verification Log is filled out.

CCP (Critical Control Point) – write down specific CCP record that is being verified.

CL (Critical Limit) – if all critical limits for the CCP record being verified have been met, put "A" in the box. If any of the critical limits have not been met, put "D" in the box.

CA (Corrective Action) – if there is no need for a corrective action for the CCP record being verified (i.e. all CLs have been met for this CCP), leave this box blank. If a corrective action was conducted, and done so properly, place an "A" in the box. If a corrective action was necessary, but was not conducted, or not conducted properly, put a "D" in the box.

Monitoring activity – when the individual filling out the verification log observes employees taking temperatures or checking carcasses for zero tolerance, note the activity in this box; however, a person cannot monitor themselves so if he or she is the only person in the area during monitoring activities, note NOA (No One Around) in this box.

Status – if the individual performing the monitoring observes another employee performing a specific activity noted above, place an "A" in this box.

Other Records – record specific record being reviewed such as: thermometer calibration, pre-operational SSOP, operational/cross-contamination SSOP, BSE/SRM log, E. coli chart, Listeria sample log, pH meter calibration log.

Status – if the "Other Record" being verified has been properly filled out, put "A" in the box. If the record was not filled out correctly, put "D" in the box.

Comments – anything relating to any of the prior activities that will further clarify the activity shall be recorded here.

Initials – the person filling out the Verification Log needs to place his or her initials in this box.

Name of CCP – 1 = Beef Slaughter Trimming; 2 = Beef Slaughter Lactic Acid; 3 = Pork Slaughter Trimming; 4 = Sheep Slaughter Trimming; 5 = Raw, Not Ground Time/Temperature; 6 = Raw, Ground Time/Temperature

Direct observations – 1A = Observed employee trimming beef carcass; 2A = Observed employee mixing and applying lactic acid; 3A = Observed employee trimming pork carcass; 4A = Observed employee trimming lamb carcass; 5A = Observed employee taking raw, not ground temperature and time; 6A = Observed employee taking raw, ground temperature and time