**PERSONNEL PRACTICES MONITORING RECORD**

**Instructions:**

**Monitoring procedure: [Daily]** during production, the designated monitor watches to ensure each requirement is met.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requirement Date:** | | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| *1.* | *Employees come to work clean and follow good personal hygienic practices during work. E.g., no eating, drinking, smoking or chewing gum.* |  |  |  |  |  |  |  |
| *2.* | *No glass inside the facility.* |  |  |  |  |  |  |  |
| *3.* | *Employees follow hand washing procedures and wash hands frequently when entering processing area or when hands get contaminated.* |  |  |  |  |  |  |  |
| *4.* | *Employees wear designated clothing in good repair and follow clothing, footwear and headwear procedures. E.g., hair covering, clean shoes.* |  |  |  |  |  |  |  |
| *5.* | *Employees report to management any injury occurred during work and cover it to prevent cross contamination.* |  |  |  |  |  |  |  |
| *6.* | *Employees with a disease transmittable to food do not handle food or work in production area.* |  |  |  |  |  |  |  |
| *7.* | *Employees follow traffic patterns to prevent cross contamination.* |  |  |  |  |  |  |  |
| *8.* | *Visitor access to the facility is controlled.* |  |  |  |  |  |  |  |
| *9.* | *Visitors follow personnel practices policy.* |  |  |  |  |  |  |  |
| *10.* | *Complete as needed.* |  |  |  |  |  |  |  |
|  | *Initials:* |  |  |  |  |  |  |  |

**Put a check in the box if OK or SATISFACTORY. Put an X in the box if something is WRONG.**

**Corrective actions:** If requirements are not met, the monitor takes corrective action (e.g., retraining, verbal warning) and records it on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Deviation** | **Corrective Action** | **Corrected by:** |
| Mar 3, 2012 | Hand washing not done properly | retrained employee | supervisor |
|  |  |  |  |

**Corrective Action**