

## **01C01 Procedure**

The 01C01 SSOP procedure is the operational recordkeeping procedure. This recordkeeping procedure instructs you to review the daily documentation of the establishment's daily implementation and monitoring of the SSOP operational procedures and any required corrective actions.

You should review the SSOP to become familiar with the operational sanitation procedures. This procedure should be performed to verify that the establishment has daily records that demonstrate the establishment has implemented the operational procedures, monitored those procedures, and taken corrective actions when necessary. You should also verify that the establishment employee responsible for implementation and monitoring has authenticated the daily records with his or her initials and the date.

You should review the SSOP prior to beginning the review of the records to ensure that it has not been modified since you last reviewed it and you are familiar with the operational procedures. When performing the recordkeeping procedure for operational sanitation, you should be reviewing the records to determine if the establishment is complying with the regulatory requirements.

You should be looking at the records to verify that the monitoring procedures are being conducted as they are specified in the SSOP. If the SSOP specifies a frequency at which the monitoring procedures will be conducted, you should verify that the establishment is conducting the procedures at the frequency specified in the SSOP.

You should review the records to verify that each time the establishment documents that direct contact surfaces are found to be unclean or contaminated product is observed, there are corrective actions documented that meet the requirements of §416.15. You should ensure that the corrective actions implemented and documented are adequate to: 1) ensure appropriate disposition of product, if necessary; 2) restore sanitary conditions; and 3) prevent recurrence. While reviewing the operational sanitation records, you should also verify that the establishment employee responsible for the implementation or monitoring has authenticated the records with initials and date.

If the establishment has not recorded its monitoring activities, has not recorded corrective actions when product or direct product contact surfaces is observed, or has not initialed and dated the daily record for authentication, there is noncompliance.