

Cleaning Verification & Corrective Action Record

Record how the site verifies cleaning, whether the defined acceptance criterion was met and what happened when cleaning did not meet the required outcome. This template does not prescribe ATP limits, swab frequencies or microbiological criteria.

Business / site	Area / line	Record period
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1. Verification log

Record the verification method and acceptance criterion required by the facility's documented program. Methods may include visual inspection, ATP, protein/allergen testing or microbiological/environmental testing where the site requires them.

Date / time	Area / equipment	Procedure ref	Verification method	Acceptance criterion / expected outcome	Result	Verifier	Action ref

2. Corrective action & re-verification

Corrective action record

Action ID	Date / time	Area / equipment
Failed criterion / issue identified		
Immediate action / product hold / re-cleaning response	Re-clean completed by / date / procedure used	
Re-verification method and result	Release / follow-up / approved by	

Use this resource with your site controls

Use the verification method, frequency and acceptance criteria required by the site's food safety program, customer/certification requirements or validated procedure. A generic form cannot set one pass/fail threshold for every food-processing site.