**PERSONNEL PRACTICES MONITORING RECORD**

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **#** | **Requirement** | **Checked** | **Corrective Action** |
| *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.* |  |  |

Record verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monitoring Procedure: [Daily]** during production, designated monitor watches to ensure each requirement is met and records it on this form.

**Corrective Actions:** If requirements aren’t met, the monitor takes corrective action and records it on this form. Example: If employees do not wash their hands, they are stopped, re-trained and hands are washed before resuming to work.