

Corrective Actions

- Log into Repositrak
- Select the Audit Compliance tab
- Choose Audit Requests
- Using the search criteria, select the status from the dropdown menu: Corrective Action Pending
- Then click find:

Search Criteria

Audit Type: SQFI Food Safety (SQF) version: 7.2

Request Number:

Facility ID:

Facility Name:

Status: Corrective Action Pending

About to Expire Re-certification Surveillance

Find

- From the Action menu next to the item that needs attention, select Update Report for SQFI Food Safety.
- Action buttons can be used to update corrective actions, provide supporting documents, and provide photo proof.

Corrective Actions						
Clause	Primary Response	Corrective Action	Verification of Close Out	Completion Date	Close Out Date	
11.2.5.3	Minor					? Action
11.2.7.3	Minor					<div style="border: 1px solid #ccc; background-color: white; padding: 5px; width: 150px;"> ? Update ? Supporting Documents ? Photo Proof </div>
11.3.2.4	Minor					? Action
11.6.4.1	Minor					? Action

- The update buttons are used to provide root cause analysis.

Root Cause Analysis			
Element	Primary Response	Root Cause	
11.2.5.3	Minor		? Update
11.2.7.3	Minor		? Update
11.3.2.4	Minor		? Update
11.6.4.1	Minor		? Update