Principle 7: Establish Recordkeeping and Documentation Procedures

Written records provide documentation of the Food Safety/HACCP plan, and demonstrate that critical limits have been met, and appropriate corrective actions and verification procedures have been taken.

Four types of records that are required include:

- HACCP Plan and supporting documentation
- CCP Monitoring Records
- Corrective Action Records
- Verification Records

Records must be retained for one year on-site and must be made available for review and copying by public health officials at reasonable times.