



## Entering a Corrective Action Plan

This page highlights all the steps to complete a Corrective Action Plan. For detailed instructions use the pages that follow.

Steritech's Corrective Action Plan is an easy to access and use web based application. The process is streamlined to make documentation, tracking and reporting quick and efficient. Users are provided tools that can help monitor long-term corrective action plans, reduce the number of repeat audit violations, and improve organizational performance.

1. Go to <https://foodsafety.steritech.com/Login.html>
2. Enter your **User Name** and **Password**.
3. Click the **Login** button.
4. Hover over **Reports** menu tab then **Performance Reports** then click the **Status-Corrective Actions** sub-menu.
5. Click the **Run Report** button. The report will display.
6. Locate your location under the **Location** column.
7. Locate the **CAP Progress** column then click the **Enter Action Plan** hyperlink. The Corrective Actions screen will appear.

**Note:** If **Planning** appears under the **CAP Progress** Column this indicates some Corrective Actions have been entered but the Corrective Action Plan is not complete.

8. Review the Auditor's remarks under the **Audit Comments** section.
9. Next, use the **Scroll** bar to locate and review the **Item, Description.** and **Response** that requires a Corrective Action.
10. Enter your Corrective Action for the line item in the **text box** located under the **Corrective Action Plan** tab.

### Contact Steritech

Customer Care Center at 800.868.0089  
or online at [customer.care@steritech.com](mailto:customer.care@steritech.com)

**Note:** If you are unable to enter your corrective action click **Let me edit** and select yourself as the Author.

11. Enter an **Expected Completion Date** for the Corrective Action. This can be the current date or a date that occurs in the future.
12. Enter an **Actual Completion Date**, if the Corrective Action has actually been performed. This field is optional and not required to complete the Corrective Action Plan.
13. Click **Save Form** located under the **Actual Completion Date** field.
14. Repeat steps 9-12 until a Corrective Action has been entered for every **Item**.
15. After all Corrective Actions have been entered. Use the **Scroll** bar to navigate to the top of the screen and click **Submit for Review**.
16. The Corrective Action will be sent over to the Reviewer for approval.
17. Approved - If all Corrective Actions are approved by the Reviewer, then the Corrective Action Plan will be **Completed**. No additional action is required the Corrective Action Plan process is complete.
17. Unapproved - If a Corrective Action(s) requires revision, then the Reviewer will return the Corrective Action Plan with feedback regarding the unapproved Corrective Actions.
18. To locate an unapproved Corrective Action Plan, follow steps 1-6. Locate the **CAP Progress** column then click the **Enter Action Plan** hyperlink. The Corrective Actions screen will appear.
19. Next, repeat steps 9-17 revising every Corrective Action that requires attention based on the Reviewer's feedback.

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1. Go to <https://foodsafety.steritech.com/Login.html>
2. Enter your **User Name** and **Password**.
3. Click the **Login** button.
4. Hover over **Reports** menu tab, click the **Status-Corrective Actions** submenu.

The screenshot displays the Steritech web application interface. At the top, the user is logged in as 'Kim's BBQ'. The navigation menu includes 'Profile', 'Reports', and 'Help'. The 'Reports' menu is expanded, showing options like 'Performance Reports', 'Trend Reports', 'Food Safety Audit', and 'Status-Corrective Actions'. A mouse cursor is hovering over 'Status-Corrective Actions'. Below the menu, there are several data visualizations:

- My Audits Status (current period):** A line graph showing scores over time. The y-axis ranges from 0 to 100. The x-axis shows dates: Feb. 2011, Nov 2011, Jan 2012, January 2012, Feb 2-5, 2012, and Feb 16-20. The scores are approximately: Feb. 2011 (0), Nov 2011 (80), Jan 2012 (95), January 2012 (90), Feb 2-5, 2012 (0), and Feb 16-20 (70).
- Average Point Value:** A table comparing Corporate and Location Kim's BBQ scores.
 

Category	Score	Comparison
Corporate	2.0	vs. N/A (N/A)
Location Kim's BBQ	2.0	vs. N/A (N/A)
- My Average Criticals (by period):** A line graph showing the number of average criticals over time. The y-axis ranges from 0 to 4. The x-axis shows dates: Feb. 2011, Nov 2011, Jan 2012, January 2012, Feb 2-5, 2012, and Feb 16-20. The criticals are approximately: Feb. 2011 (0), Nov 2011 (4), Jan 2012 (1.5), January 2012 (1), Feb 2-5, 2012 (0), and Feb 16-20 (2).
- My Audits Status (current period):** A 3D pie chart showing the percentage of completed and pending audits. The chart shows 0% completed and 100% pending. A legend indicates blue for 'Completed' and orange for 'Pending'.

5. Click the **Run Report** button. The report will display.
6. Locate your location under the **Location** column.
7. Locate the **CAP Progress** column then click the **Enter Action Plan** hyperlink. The Corrective Actions screen will appear.

**Note:** If **Planning** appears under the **CAP Progress** Column this indicates some Corrective Actions have been entered but the Corrective Action Plan is not complete.

The screenshot shows the Steritech web application interface. At the top, there is a navigation bar with 'Profile', 'Reports', and 'Help' tabs, and a user name 'Kim's BBQ' with a 'Logout' link. Below this is the 'Status' section with several filters: 'Round' (Feb 16-20), 'Period' (Feb-16-2012), 'Location' (All), 'Status' (Completed), and 'State' (All). A 'Run Report' button is highlighted with a yellow box labeled '5'. Below the filters, there is a progress bar for 'Corrective Actions % Complete: 0%'. A table of corrective actions is displayed with columns: 'Completed Date', 'Score', 'Criticals', 'Corrective Actions Completed Date', 'Days without Follow-up', 'State', 'Location', 'Auditor', and 'CAP Progress'. The 'Location' column is highlighted with a yellow box labeled '6'. The 'CAP Progress' column is highlighted with a yellow box labeled '7', and a mouse cursor points to the 'Enter Action Plan' link in the first row of the table.

<a href="#">Completed Date</a>	<a href="#">Score</a>	<a href="#">Criticals</a>	<a href="#">Corrective Actions Completed Date</a>	<a href="#">Days without Follow-up</a>	<a href="#">State</a>	<a href="#">Location</a>	<a href="#">Auditor</a>	<a href="#">CAP Progress</a>
Feb 16, 2012	<a href="#">97.9</a>	2	-	0	NC	<a href="#">Kim's BBQ</a>	Allison, Kimberly	<a href="#">Enter Action Plan</a>

8. Review the Auditor's remarks under the **Audit Comments** section.
9. Review the **Item, Description.** and **Response.**
10. Enter your Corrective Action for the line item in the **text box.**
11. Enter an **Expected Completion Date** for the Corrective Action.
12. Enter an **Actual Completion Date.** (Optional).
13. Click **Save Form** located under the **Actual Completion Date** field.
14. Repeat steps 9-12 until a Corrective Action has been entered for every observation.

ID Number  
Due Date **02/23/12**

Author **David**

Enter Corrective Actions → Review Action Plan → Finished

Location **Kim's BBQ**  
Service Date **02/16/12**  
Auditor **Kimberly**

[Printable View](#)  
[Email CAP](#)

Submit for Review Save Form Save Form and Close Close

**Audit Comments**

- General Comments 8
  - The facility produces (or stores) NAME OF PRODUCT TYPES.
  - The audit took NUMBER total hours on MONTH DATE(S).
  - The auditor was accompanied by NAMES, POSITIONS.
  - The facility is DESCRIPTION (auditor should provide a brief description of the facility).
  - This was an (ANNOUNCED) (UNANNOUNCED) audit.

**Quality**

Item	Description
B03	Does the facility have clearly defined roles and responsibilities for product quality?

**Response**

Roles and responsibilities for managing the quality system are not defined. 11

**Corrective Action Plan** History Trail

Enter your Corrective Action Plan here.

10

Expected Completion Date: 11

Actual Completion Date:  Same as Expected 12

13 Save Form

15. After all Corrective Actions have been entered, click **Submit for Review**.
16. The Corrective Action will be sent over to the Reviewer for approval.
17. Approved - If all Corrective Actions are approved by the Reviewer, then the Corrective Action Plan will be **Completed**.
17. Unapproved - If a Corrective Action(s) requires revision, then the Reviewer will return the Corrective Action Plan.
18. Locate the **CAP Progress** column then click the **Enter Action Plan** hyperlink. The Corrective Actions screen will appear.
19. Next, repeat steps 9 -17 revising every Corrective Action that requires attention based on the Reviewer's feedback.

ID Number  
Due Date **02/23/12**

Author **David**

Enter Corrective Actions ● Review Action Plan ● Finished ●

Location **Kim's BBQ**  
Service Date **02/16/12**  
Auditor **Kimberly**

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15
Submit for Review
Save Form
Save Form and Close
Close

**Audit Comments**

- General Comments
  - The facility produces (or stores) NAME OF PRODUCT TYPES.
  - The audit took NUMBER total hours on MONTH DATE(S).
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**Quality**

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⊕ B03	Does the facility have clearly defined roles and responsibilities for product quality?

**Response**

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**Corrective Action Plan**

Enter your Corrective Action Plan here.

Expected Completion Date:

▼

Actual Completion Date:

 Same as Expected

Save Form