**Introduction**

This Verification and Validation Log is utilized as a method of reassessment. The reassessment is performed in accordance with the Food Safety Scheme and/or Quality Scheme the Food Manufacturer, Distributor, or Agency is operating beneath.

**Validation**

Validation occurs when the Food Safety and/or Quality Team lead assesses the validation methods for each program to be accurate and to be documented as part of operations. Validation of the food safety and quality system is completed when results of assessment are presented and accepted by Senior Management as satisfactory, which must occur at least annually, and any time a change to the system occurs.

**Verification**

Each policy and procedure in the Safety Program has a verification step. Verification of the Safety System occurs when the Food Safety and/or Quality Lead assesses all required verification forms (hard copy or electronic) and documents have been completed, signed and stored in accordance with the food safety and quality system requirements. Verification of the system is completed when results of verification assessment are presented and accepted by Senior Management as satisfactory, which must occur at least annually, any time a change to the system occurs (i.e., new programs and monitoring forms are added).

**Standard Operating Procedure**

1. Using the *Validation and Verification Assessment Form* , the Food Safety and/or Quality Lead enters the date the assessment is performed
2. For the period under review, the Food Safety and/or Quality Lead determines the length of time required to assess validation or verification.
	1. For annual review, this period would be dating back to the previous date of review.
	2. For assessment of a change in the program or assessing of new equipment, the start date would be the date in which testing of the change started up to the point of assessment (this should be much shorter than one year).
	3. Verification and validation assessment may be performed for a single policy and procedure, several policies and procedures or the entirety of a program (i.e., Management Commitment, Document Control, Food Safety Management System, GMPs) all areas under assessment should be listed in the appropriate section
3. Method of validation is the means and information used to determine if a program is valid.
	1. Associated documents are any written documentation (e.g., scientific articles, trade journals or magazines, instruction manuals, and/or email communication with customers, suppliers or regulators, etc.) used to assist with assessment and they should be listed in the appropriate section.
4. Methods of verification include the forms and records (hard copy or electronic) used to determine if a valid program is operating as intended and may be taken directly from the list of documents from each verification statement on individual policy and procedure documents.
	1. Associated documents include any written documentation (e.g., training records, third-party calibration receipts, risk assessments etc.) used to assist with verification assessment and they should be listed in the appropriate section.
5. Corrective actions based on findings must be written in the appropriate section and must include a follow up determination of the effectiveness of the corrective action by the Food Safety and/or Quality Lead in any case where the Food Safety and/or Quality Lead performs the corrective action).

**Corrective Actions for Verification and Validation**

If the results of any reassessment of the Program reveals any unsatisfactory outcomes, the Program must undergo revision and a new validation and verification of the process, followed by continued verification of the effectiveness of the changes made to the system. Any critical validation or verification deficiencies must include all potentially affected lots of finished products. Finished products or work in progress products associated with critical non-conformances of validation or verification must be segregated and quarantined, as well as the disposition of affected products or work in progress products following investigation for safety and quality.