Logo	**QUALITY SYSTEMS RECORD**	*Issue: 1*	*Ref No:*
		Issued by:	
	Damaged or Discarded Product Log	*Approved by:*	
		Issue date:	
		Approval date:	
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Instructions: Employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The manager will verify that foodservice employees are discarding damaged food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date