



# Wiskerchen Cheese Inc. SOP

Title: Documentation Corrections

# 2.019

Issue Date: 12/27/10	Written By: Abby Hoffman	Approved By: John Wiskerchen	Revision # New	Revision Date:	Revised By:	Supersedes:	Page 1 of 1
-------------------------	-----------------------------	---------------------------------	-------------------	----------------	-------------	-------------	-------------

**Purpose:** To correctly identify how to correct mistakes on documentation.

In the event that a correction needs to be made on any documentation, proper procedure for the correction must be followed.

Strike a single line through the incorrect information. Write the correct information above, below, or next to (as the situation allows) the lined out item. Initial the change to verify who corrected the mistake. See example below.

~~12/16/2010~~ 12/23/2010<sup>AG</sup>

**\*\*Do not scribble out or write over the incorrect information. It is alright to have corrected mistakes on documentation, provided it is corrected correctly and verified.**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_