CCP Monitoring Form

Score	54 / 56 (96.43%)	**Flagged items**	3	**Actions**	2

Site Information

Location	California, USA (36.778261, -119.4179324)
Audit Date	19.02.2026
Auditor/Reviewer	SafetyCulture Staff

CCP Monitoring Form Information

Form Type	Daily/Shift-based
Shift/Service (if applicable)	Opening shift
Form Control No./Record ID	00091783985
SOP/DOC Code	SC567
Version Number	2.1.9
Effective Date	16.02.2026

Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

CCP Monitoring Form / CCP Master Setup & Standardization

Is the required monitoring tool listed for each CCP?

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 26.02.2026 12:26 PST | Created by: SafetyCulture Staff

Specify required monitoring tool

Include a required monitoring tool for each CCP for proper monitoring.

CCP Monitoring Form / Controlled Records & Anti-Tampering Controls

Are monitoring tools working/functional during peak periods?

No

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 26.02.2026 12:29 PST | Created by: SafetyCulture Staff

Schedule routine inspection and maintenance of monitoring tools

Schedule and assign routine inspections of monitoring tools and set maintenance schedules when necessary

Completion Page

Overall Assessment Rating

Partially Compliant

Other actions

0 actions

CCP Monitoring Form	2 flagged, 2 actions, 54 / 56 (96.43%)
CCP Master Setup & Standardization	1 flagged, 1 action, 13 / 14 (92.86%)

Is each CCP listed on the form with a clear name?	Yes
Are critical limits listed for each CCP?	Yes
Are critical limits written in measurable terms (e.g., °C/°F, minutes, ppm, pH)?	Yes
Is the required monitoring tool listed for each CCP?	No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 26.02.2026 12:26 PST | Created by: SafetyCulture Staff

Specify required monitoring tool

Include a required monitoring tool for each CCP for proper monitoring.

Is the measurement point/location defined for each CCP?	Yes
Is the monitoring frequency defined for each CCP?	Yes
Is the monitoring method written for each CCP?	Yes
Does the form define what counts as "critical limit exceeded"?	Yes
Does the form define what counts as "approaching limit"?	Yes
Does the SOP/form explain how CCP checks are covered during peak periods?	Yes
Is the responsible role defined for each CCP?	Yes
Is a backup role assigned for CCP checks during peak periods or staff handoffs?	Yes
Is the handoff rule clear (who owns CCP checks at any time)?	Yes
Is the backup role trained/authorized to do CCP checks and record results?	Yes

Monitoring Entry Completeness	10 / 10 (100%)
Does the form require a date and time for each record/day?	Yes
Does the form require the actual measured value?	Yes

Does the form show the correct unit for each value (°C/°F, ppm, minutes, etc.)?	Yes
Does the form require the checker's initials/signature for each entry?	Yes
Does the form capture the equipment ID or location (when relevant)?	Yes
Does the form capture the instrument ID (when required)?	Yes
When applicable, does the form capture product/batch ID (item, tray/batch, quantity)?	Yes
Are checks recorded at the required interval?	Yes
Are all required fields completed for each scheduled check (no blanks)?	Yes
Are checks still recorded on time during peak periods?	Yes
Controlled Records & Anti-Tampering Controls	1 flagged, 1 action, 8 / 9 (88.89%)
Is each record uniquely identified or sequentially numbered?	Yes
Is page control used (e.g., Page X of Y or equivalent)?	Yes
Are changes traceable (no undocumented erasures)?	Yes
Is the retention requirement stated?	Yes
Are records stored for the required retention period?	Yes
Are monitoring tools available during peak periods?	Yes
Are instruments calibrated or verified within due date?	Yes
Are monitoring tools working/functional during peak periods?	No

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Schedule routine inspection and maintenance of monitoring tools

Schedule and assign routine inspections of monitoring tools and set maintenance schedules when necessary

Are instruments cleaned/sanitized between uses?	Yes

Proactive Control	5 / 5 (100%)
Does the form allow staff to mark "approaching limit"?	Yes
When readings approach the limit, is action taken immediately?	Yes
Is the action taken recorded each time?	Yes
Is a re-check recorded after action is taken?	Yes
Does the re-check confirm control was regained?	Yes
Deviation Control	9 / 9 (100%)
When limits are exceeded, is the product held/quarantined immediately?	Yes
Is the held product clearly identified (item + batch/qty + location)?	Yes
Is the cause of the deviation recorded?	Yes
Is the product disposition recorded (release/rework/dispose/return)?	Yes
Is the reason/justification recorded for the disposition decision?	Yes
Are corrective actions recorded to regain control?	Yes
Is supervisor/manager approval recorded for deviation actions and disposition?	Yes
Are deviation actions and disposition documented in real time (not after service)?	Yes
During peak periods, are deviations handled the same way as non-peak (hold + document + approve)?	Yes
Management Review Readiness	9 / 9 (100%)
Do supervisors review CCP logs at the required frequency?	Yes
Does the review check for missed checks or gaps?	Yes
Does the review check for incomplete entries?	Yes
Are deviations tracked over time (trended)?	Yes

Are missed checks tracked over time (trended)?	Yes
When issues repeat, is CAPA (Corrective Action and Preventive Action) started?	Yes
Is retraining documented when required?	Yes
Is maintenance action documented when required?	Yes
Are CCP metrics available for management review (completion, deviations, response time)?	Yes

Overall Assessment Rating	Partially Compliant

Additional Notes/Comments

Reassess functionality of tools and make sure these are required for each CCP monitored.

Auditor/Reviewer Signature

Janet Carney

Janet Carney
19.02.2026 12:32 PST

Supervisor Signature (if applicable)

Abi Nelson

Abi Nelson
19.02.2026 12:32 PST