Monitoring and corrective action sheet

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| --- | --- | --- | --- | --- | --- | --- |
| Date production commenced 04/04/XX | CCP No 12 | Monitoring activity, critical limit (and target level if applicable), who is responsible Record pH of sample every 30 minutes. Critical Limit = 4.3, target = 4.1, tolerance = 4.0-4.2 | | | | |
|  |  |  |  |  |
| Record pH of sample every 30 minutes. Critical Limit = 4.3, target = 4.1, tolerance = 4.0-4.2 | | | | |
|
| Time monitoring took place (start and end of run and at timed intervals as specified) | Value (e.g. Temp, time, aw, pH, pass/fail) | Initial if this value meets that specified | Corrective action required | Details of corrective action | | |
| Action taken to regain control | Actions to prevent unsafe product reaching the customer | Action to prevent recurrence |
| 08:30 | 4.0 |  |  | 1. Stopped production. | All product from the last good check (i.e. from 13:35) has been placed in bay A by H. Martin. Yellow 'hold' labels have been stuck to trays containing the product produced during this time by N. Smith. | R.C.A. Carried out on why the pH of the product increases with time. For full details of investigation see non-conforming product note 524. Calibration records checked for probe, all records were within specification. |
| 09:00 | 4.0 |  |  | 2. Immediately increased volume of citric acid added by 50ml at process step 8. |
| 09:30 | 4.1 |  |  |
| 10:00 | 4.0 |  |
| 10:30 | 4.1 |  | 3. Informed supervisor (David Nicholson). |
| 11:00 | 4.1 |  |
| 11:30 | 4.2 |  |
| 11:40 | 4.2 |  |  |  |
| Break |  |  |  |  |  |
| 12:05 | 4.2 |  |  |  |
| 12:35 | 4.2 |  |  |  |  |
| 13:05 | 4.2 |  |  |  |
| 13:35 | 4.2 |  |  |  |  |
| 14:05 | 4.3 |  | yes |  |  |
|  |  |  |  |  |  |  |
| Document control reference details:  **Page 1 of 1 Issue 4 Date of Issue 01/01/XX** | | | | Sheet checked and signed off (Signature of authorised personnel) D. Nicholson, | | Date: 04/04/XX |