

FREE HACCP MONITORING TEMPLATE

CCP Monitoring Checklist

Use this 60-point checklist to verify approved critical limits, actual readings, monitoring frequency, devices, deviation response, product holds, corrective actions, verification, records, and HACCP reassessment.

Site / process

Monitoring date

Monitor / verifier

Product / batch

1. HACCP plan setup, CCP scope, critical limits, and ownership

1

Confirm the site, department, product, process, date, shift, monitor, verifier, and critical control points included in the monitoring review.

CCP MONITORING

CCP / BATCH | Enter

DATE / TIME | Enter

SIGN-OFF | Enter

Execution tip:

Use only limits, methods, frequencies, and authorities in the approved HACCP plan. Never substitute generic values.

2

Verify the current HACCP plan, process flow, hazard analysis, CCP identifiers, significant hazards, and control measures are approved and available.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip:

Use only limits, methods, frequencies, and authorities in the approved HACCP plan. Never substitute generic values.

3

Confirm every CCP has an approved critical limit with the correct unit, scientific or regulatory basis, and validated operating condition.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip:

Use only limits, methods, frequencies, and authorities in the approved HACCP plan. Never substitute generic values.

4

Define the monitoring method, frequency, sample location, sample size, responsible role, device, record, and required completion time for each CCP.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip:

Use only limits, methods, frequencies, and authorities in the approved HACCP plan. Never substitute generic values.

5

Review previous deviations, missed checks, failed verification, product holds, complaints, recalls, and overdue corrective or preventive actions.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip:

Use only limits, methods, frequencies, and authorities in the approved HACCP plan. Never substitute generic values.

6

Confirm escalation routes, stop-process authority, product-hold authority, authorized disposition roles, and backup monitoring responsibility.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip:

Use only limits, methods, frequencies, and authorities in the approved HACCP plan. Never substitute generic values.

2. Monitor competence, hygiene, instruments, calibration, and method control

7

Verify every CCP monitor is trained, competent, authorized, and able to explain the hazard, critical limit, monitoring method, frequency, and deviation response.

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Observe a real check and verify training, calibration, sample position, timing, sanitation, and immediate recording.

8

Confirm monitors follow personal hygiene, handwashing, protective clothing, probe sanitation, sample handling, and contamination-prevention requirements.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Observe a real check and verify training, calibration, sample position, timing, sanitation, and immediate recording.

9

Inspect thermometers, probes, timers, pH meters, test strips, data loggers, scales, and other monitoring devices for cleanliness, condition, suitability, and identification.

CRITICAL

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Observe a real check and verify training, calibration, sample position, timing, sanitation, and immediate recording.

10

Verify calibration and accuracy checks are completed at the required frequency, against an appropriate reference, and after damage, repair, or suspected error.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Observe a real check and verify training, calibration, sample position, timing, sanitation, and immediate recording.

11

Confirm probe placement, sensor position, sample point, product selection, and test method represent the location most likely to fall outside the critical limit.

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Observe a real check and verify training, calibration, sample position, timing, sanitation, and immediate recording.

12

Ensure monitoring is completed at the required time and actual values are recorded immediately, without pre-filling, estimating, or reconstructing results later.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Observe a real check and verify training, calibration, sample position, timing, sanitation, and immediate recording.

3. Receiving, supplier controls, incoming lots, and acceptance decisions

13 Identify incoming ingredients, products, or materials that require CCP monitoring at receipt and confirm the applicable hazard and approved critical limit.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Complete receiving checks before acceptance. Hold the lot when the value, evidence, or supplier condition is uncertain.

14 Verify supplier approval, product identity, lot or batch, delivery time, vehicle condition, seals, certificates, and traceability records before acceptance.

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Complete receiving checks before acceptance. Hold the lot when the value, evidence, or supplier condition is uncertain.

15 Measure the required receiving parameter, such as product temperature, time, pH, concentration, or another plan-defined value, using the approved method.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Complete receiving checks before acceptance. Hold the lot when the value, evidence, or supplier condition is uncertain.

16 Confirm the number and location of receiving samples represent the delivery, including different pallets, containers, product depths, or vehicle positions where required.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Complete receiving checks before acceptance. Hold the lot when the value, evidence, or supplier condition is uncertain.

17 Hold, reject, or segregate any incoming lot that exceeds a critical limit, lacks required monitoring evidence, or cannot be confirmed as safe under the HACCP plan.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Complete receiving checks before acceptance. Hold the lot when the value, evidence, or supplier condition is uncertain.

18 Record the acceptance, rejection, hold, supplier notification, affected quantity, lot identity, evidence, and authorized disposition decision.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Complete receiving checks before acceptance. Hold the lot when the value, evidence, or supplier condition is uncertain.

4. Chilled and frozen storage, cold-chain monitoring, alarms, and exposure control

19 Confirm cold rooms, chillers, freezers, cabinets, and continuous monitoring systems are set to maintain the approved CCP critical limits.

CCP MONITORING

Verified Needs action Critical deviation LIVE PHOTO | Add

Execution tip: Review current readings, alarms, and data history so brief excursions, gaps, faults, and delayed responses are not missed.

20 Take an independent reading with an approved device and compare it with the fixed sensor, display, chart, or data-logger value.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter CRITICAL LIMIT | Enter DEVICE ID | Enter

Execution tip: Review current readings, alarms, and data history so brief excursions, gaps, faults, and delayed responses are not missed.

21 Measure the product, air, surface, core, or simulated-product location required by the HACCP plan rather than relying on the easiest reading point.

CCP MONITORING

ACTUAL VALUE | Enter CRITICAL LIMIT | Enter DEVICE ID | Enter

Execution tip: Review current readings, alarms, and data history so brief excursions, gaps, faults, and delayed responses are not missed.

22 Review continuous records, alarm history, power interruptions, door-open events, missing data, sensor faults, and delayed responses since the last acceptable check.

CRITICAL

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Review current readings, alarms, and data history so brief excursions, gaps, faults, and delayed responses are not missed.

23 Identify the start time, duration, maximum deviation, affected locations, and product lots whenever storage conditions move outside a critical limit.

CCP MONITORING

ACTUAL VALUE | Enter CRITICAL LIMIT | Enter DEVICE ID | Enter

Execution tip: Review current readings, alarms, and data history so brief excursions, gaps, faults, and delayed responses are not missed.

24 Isolate affected product, restore control, assess exposure against the approved decision process, and prevent release until disposition is authorized.

CRITICAL

CCP MONITORING

In control Needs action Deviation N/A

Execution tip: Review current readings, alarms, and data history so brief excursions, gaps, faults, and delayed responses are not missed.

5. Preparation, thawing, formulation, concentration, and process-control CCPs

25 Confirm the correct product, batch, recipe, process step, CCP identifier, equipment, and approved critical limit before monitoring begins.

CCP MONITORING

CCP / BATCH | Enter

DATE / TIME | Enter

SIGN-OFF | Enter

Execution tip: Record the exact batch and actual result at every interval. Stop and hold product when control cannot be proven.

26 Monitor plan-defined preparation controls such as thawing time and temperature, solution concentration, pH, water activity, sanitizer level, or formulation ratio.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Record the exact batch and actual result at every interval. Stop and hold product when control cannot be proven.

27 Record actual values, units, time, batch, sample location, device ID, and monitor identity at every required interval.

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Record the exact batch and actual result at every interval. Stop and hold product when control cannot be proven.

28 Verify equipment settings, dosing systems, timers, pumps, valves, interlocks, and alarms are not bypassed and remain within the validated operating condition.

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Record the exact batch and actual result at every interval. Stop and hold product when control cannot be proven.

29 Stop the process and hold affected product immediately when a limit is exceeded, a reading is missed, the device fails, or the monitoring method is not followed.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Record the exact batch and actual result at every interval. Stop and hold product when control cannot be proven.

30 Complete the CCP handoff between employees or shifts with the last acceptable result, current process status, open deviation, product hold, and next monitoring time.

CCP MONITORING

Finding / record

Actual

Owner

Evidence

Action

Execution tip: Record the exact batch and actual result at every interval. Stop and hold product when control cannot be proven.

6. Cooking, pasteurization, reheating, and validated kill-step monitoring

31 Identify the product, batch, size, load, equipment, program, start time, and validated critical limit for the cooking, pasteurization, or reheating step.

CRITICAL

CCP MONITORING

CCP / BATCH | Enter

DATE / TIME | Enter

SIGN-OFF | Enter

Execution tip: Measure the validated product location and record the full time and process result, not only pass or fail.

32 Measure the point defined by the HACCP plan, including the coldest product location, thickest portion, slowest heating zone, or validated process sensor.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Measure the validated product location and record the full time and process result, not only pass or fail.

33 Record the actual temperature and time, or other validated process combination, rather than entering only pass or fail.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Measure the validated product location and record the full time and process result, not only pass or fail.

34 Verify the monitoring device is within calibration, inserted correctly, sanitized between uses, and suitable for the product and expected range.

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Measure the validated product location and record the full time and process result, not only pass or fail.

35 When the critical limit is not achieved, continue processing only under an approved validated instruction or stop and hold the affected batch for authorized disposition.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Measure the validated product location and record the full time and process result, not only pass or fail.

36 Prevent release or transfer to the next uncontrolled step until the CCP record, deviation status, and required corrective action have been reviewed.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Measure the validated product location and record the full time and process result, not only pass or fail.

7. Cooling, chilling, post-process handling, and recontamination prevention

37 Record the product, batch, container size, quantity, cooling method, start time, starting value, target values, and approved cooling limits.

CCP MONITORING

CCP / BATCH | Enter

DATE / TIME | Enter

SIGN-OFF | Enter

Execution tip: Track cooling time from the approved start point and sample the slowest-cooling locations.

38 Measure at the defined intervals and sample the warmest or slowest-cooling locations across different containers, racks, trays, or equipment zones.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Track cooling time from the approved start point and sample the slowest-cooling locations.

39 Confirm portion depth, container spacing, load size, ventilation, ice, blast chilling, stirring, transfer, and equipment capacity support the validated cooling process.

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Track cooling time from the approved start point and sample the slowest-cooling locations.

40 Calculate elapsed time for each required cooling stage and compare every actual reading with the plan-defined critical limit.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter

CRITICAL LIMIT | Enter

DEVICE ID | Enter

Execution tip: Track cooling time from the approved start point and sample the slowest-cooling locations.

41 Segregate product and follow the approved safety evaluation, rework, rapid-cooling, disposal, or other disposition procedure when cooling limits are exceeded.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Track cooling time from the approved start point and sample the slowest-cooling locations.

42 Protect cooled or ready-to-eat food from cross-contamination through controlled utensils, covers, zones, handling, packaging, and employee practices.

CRITICAL

CCP MONITORING

Verified

Needs action

Critical deviation

LIVE PHOTO | Add

Execution tip: Track cooling time from the approved start point and sample the slowest-cooling locations.

8. Hot holding, cold holding, display, service, dispatch, and transport CCPs

43 Verify holding, display, service, dispatch, and transport equipment is clean, operating, and stabilized before food is placed under CCP control.

CCP MONITORING

Verified Needs action Critical deviation LIVE PHOTO | Add

Execution tip: Monitor the food where required and control time, loading, handoffs, and transport through the full holding period.

44 Record actual product values at the required frequency and from representative containers, pans, shelves, vehicles, or delivery loads.

CRITICAL

CCP MONITORING

ACTUAL VALUE | Enter CRITICAL LIMIT | Enter DEVICE ID | Enter

Execution tip: Monitor the food where required and control time, loading, handoffs, and transport through the full holding period.

45 Check refill practices, container depth, mixing of old and new batches, lid use, stirring, equipment loading, and service exposure do not weaken control.

CCP MONITORING

Verified Needs action Critical deviation LIVE PHOTO | Add

Execution tip: Monitor the food where required and control time, loading, handoffs, and transport through the full holding period.

46 Where time is used as a control, verify the start time, discard or action time, label, responsible person, and maximum permitted duration are recorded.

CRITICAL

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Monitor the food where required and control time, loading, handoffs, and transport through the full holding period.

47 Confirm dispatch and receipt checks cover the parameter, vehicle or container condition, seal, route time, handoff time, and lot traceability required by the plan.

CCP MONITORING

ACTUAL VALUE | Enter CRITICAL LIMIT | Enter DEVICE ID | Enter

Execution tip: Monitor the food where required and control time, loading, handoffs, and transport through the full holding period.

48 Remove, hold, rapidly correct, or discard affected food immediately when a holding, display, service, or transport critical limit is exceeded.

CRITICAL

CCP MONITORING

In control Needs action Deviation N/A

Execution tip: Monitor the food where required and control time, loading, handoffs, and transport through the full holding period.

9. Deviation response, corrective action, product disposition, and verification

49 Record every CCP deviation with the actual result, critical limit, date, time, product, batch, quantity, process status, monitor, and immediate containment.

CRITICAL

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Keep product on hold until control is restored, the boundary is defined, disposition is approved, and prevention is assigned.

50 Restore control by correcting the process, equipment, method, or operating condition and document the first acceptable result after correction.

CCP MONITORING

In control Needs action Deviation N/A

Execution tip: Keep product on hold until control is restored, the boundary is defined, disposition is approved, and prevention is assigned.

51 Identify and control all product produced or handled since the last confirmed acceptable monitoring result, including linked work-in-progress and finished lots.

CRITICAL

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Keep product on hold until control is restored, the boundary is defined, disposition is approved, and prevention is assigned.

52 Obtain an authorized safety evaluation and disposition decision before affected product is released, reprocessed, relabelled, returned, diverted, or destroyed.

CRITICAL

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Keep product on hold until control is restored, the boundary is defined, disposition is approved, and prevention is assigned.

53 Investigate the cause of the deviation and assign preventive action for equipment, method, staffing, training, maintenance, supplier, or plan weaknesses.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Keep product on hold until control is restored, the boundary is defined, disposition is approved, and prevention is assigned.

54 Verify monitoring records, corrective actions, calibration results, product disposition, and closure evidence within the review time required by the HACCP plan.

CRITICAL

CCP MONITORING

In control Needs action Deviation N/A

Execution tip: Keep product on hold until control is restored, the boundary is defined, disposition is approved, and prevention is assigned.

10. Records, review, trend analysis, reassessment, and management sign-off

55 Confirm CCP records are complete, legible, permanent, traceable, completed at the time of monitoring, and linked to the correct product, batch, date, and process.

CRITICAL

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Use near-limit trends to act before failure and reassess the HACCP plan after meaningful process or hazard changes.

56 Verify corrected entries preserve the original information, identify the person and time of correction, state the reason, and maintain an auditable history.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Use near-limit trends to act before failure and reassess the HACCP plan after meaningful process or hazard changes.

57 Review monitoring completion, actual values, near-limit results, alarms, missed checks, device failures, deviations, holds, and verification timeliness.

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Use near-limit trends to act before failure and reassess the HACCP plan after meaningful process or hazard changes.

58 Trend repeated deviations and results approaching critical limits by CCP, product, line, shift, equipment, supplier, monitor, and corrective-action closure time.

CCP MONITORING

Finding / record	Actual	Owner	Evidence	Action

Execution tip: Use near-limit trends to act before failure and reassess the HACCP plan after meaningful process or hazard changes.

59 Reassess the CCP and HACCP plan after product, ingredient, equipment, process, layout, packaging, distribution, hazard, regulatory, or recurring-failure changes.

CRITICAL

CCP MONITORING

In control

Needs action

Deviation

N/A

Execution tip: Use near-limit trends to act before failure and reassess the HACCP plan after meaningful process or hazard changes.

60 Record the final review status, unresolved risks, open actions, responsible owners, due dates, next reassessment, monitor training needs, verifier, manager, and signatures.

CRITICAL

CCP MONITORING

CCP / BATCH | Enter

DATE / TIME | Enter

SIGN-OFF | Enter

Execution tip: Use near-limit trends to act before failure and reassess the HACCP plan after meaningful process or hazard changes.

RUN THIS CHECKLIST DIGITALLY

Turn CCP deviations into verified food-safety action

Use Taqtics to record actual values, alert deviations, hold product, assign action, verify disposition, and review trends.

Try This Checklist
in Taqtics