

FREE LOGISTICS & WAREHOUSING TEMPERATURE EXCURSION RESPONSE TEMPLATE

Temperature Excursion Response Checklist

Use this 60-point checklist to verify excursion evidence, contain exposure, hold affected product, reconstruct time and temperature history, investigate root cause, assess product impact, authorize disposition, complete corrective action, verify effectiveness, and close the event.

Warehouse / site

Event date

Zone / vehicle / shipment

Event / cold-chain owner

Internal Logistics & Warehousing template. Apply product-specific limits, the approved cold-chain and quality programme, technical or stability guidance, customer requirements, quality or regulatory requirements where applicable, quarantine and disposition procedures, and local emergency-response SOPs.

1. Excursion identification, affected area or shipment, product scope, approved limits, responsibilities, and initial escalation

- 1
- Confirm warehouse or site, room or zone, vehicle or trailer where applicable, date, shift, and temperature-excursion event ID are clearly identified.
- CRITICAL
- EXCURSION

Excursion Item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Confirm the exact approved product or zone limits before deciding whether an excursion has occurred. Do not use one generic threshold across all products.

- 2
- Identify the affected product, SKU, lot or batch, quantity, location, shipment, vehicle, storage unit, or process step potentially exposed to the excursion.
- CRITICAL
- EXCURSION

Excursion Item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Confirm the exact approved product or zone limits before deciding whether an excursion has occurred. Do not use one generic threshold across all products.

- 3
- Record the approved temperature range, alarm limit, setpoint, time limit, or other applicable product-specific control criterion used to define the excursion.
- CRITICAL
- EXCURSION

Excursion Item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Confirm the exact approved product or zone limits before deciding whether an excursion has occurred. Do not use one generic threshold across all products.

- 4
- Record who detected the excursion, detection time, notification time, and the operations, cold-chain, quality, maintenance, transport, or management owners notified.
- CRITICAL
- EXCURSION

Excursion Item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Confirm the exact approved product or zone limits before deciding whether an excursion has occurred. Do not use one generic threshold across all products.

- 5
- Check whether the event is ongoing, already recovered, intermittent, or uncertain and whether the affected inventory remains exposed.
- CRITICAL
- EXCURSION

Excursion Item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Confirm the exact approved product or zone limits before deciding whether an excursion has occurred. Do not use one generic threshold across all products.

- 6
- Record the initial event status such as under assessment, product on hold, storage area restricted, vehicle held, emergency transfer initiated, or resolved pending review.
- CRITICAL
- EXCURSION

FINAL STATUS | Enter

EVENT OWNER | Enter

QUALITY / COLD CHAIN | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Confirm the exact approved product or zone limits before deciding whether an excursion has occurred. Do not use one generic threshold across all products.

2. Alarm verification, sensor or logger check, independent reading, device status, data integrity, and false-alarm screening

7

Review the active or historical alarm, sensor ID, device ID, timestamp, actual reading, setpoint, alarm threshold, and alarm duration where available.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Before acting on a single reading, verify the device and environment - but do not delay protective action when product may be at risk.

8

Check the sensor, thermometer, probe, data logger, controller, power supply, communication status, battery, wiring, and display for obvious fault or damage.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: Before acting on a single reading, verify the device and environment - but do not delay protective action when product may be at risk.

9

Take an independent temperature reading using an approved alternate device when the excursion-response procedure calls for verification.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Before acting on a single reading, verify the device and environment - but do not delay protective action when product may be at risk.

10

Compare local display, independent reading, remote monitoring, data logger, controller history, or other available evidence to determine whether the event is genuine, uncertain, or device-related.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Before acting on a single reading, verify the device and environment - but do not delay protective action when product may be at risk.

11

Check for missing data, time synchronization errors, flat-line readings, impossible values, communication loss, overwritten records, or other data-integrity concerns affecting the assessment.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Before acting on a single reading, verify the device and environment - but do not delay protective action when product may be at risk.

12

Escalate uncertain device accuracy, conflicting readings, failed sensors, missing records, or evidence that prevents reliable determination of the actual temperature condition.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Before acting on a single reading, verify the device and environment - but do not delay protective action when product may be at risk.

3. Immediate containment, door and access control, refrigeration response, backup storage, transport hold, and product protection

13

Close or secure doors, curtains, access panels, hatches, or other openings that may be contributing to the excursion where safe and appropriate.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: Contain the condition first. Protect product and prevent additional exposure while the investigation and product-impact assessment continue.

14

Check refrigeration, cooling, heating, fans, power supply, controls, defrost status, alarms, or other environmental equipment and restore approved operation where possible.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Contain the condition first. Protect product and prevent additional exposure while the investigation and product-impact assessment continue.

15

Move affected goods to approved backup storage, alternate cold room, qualified vehicle, insulated holding area, or other controlled location when the response plan requires transfer.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Contain the condition first. Protect product and prevent additional exposure while the investigation and product-impact assessment continue.

16

Stop receiving, picking, loading, dispatch, transfer, or release of affected temperature-sensitive goods until the event is controlled and status is defined.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Contain the condition first. Protect product and prevent additional exposure while the investigation and product-impact assessment continue.

17

Protect affected goods from avoidable ambient exposure during inspection, transfer, sampling, relabelling, or investigation activities.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: Contain the condition first. Protect product and prevent additional exposure while the investigation and product-impact assessment continue.

18

Escalate continued temperature loss, power failure, refrigeration failure, unavailable backup capacity, unsafe transfer conditions, or other conditions requiring emergency response or specialist support.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Contain the condition first. Protect product and prevent additional exposure while the investigation and product-impact assessment continue.

4. Product hold, quarantine, inventory status, physical segregation, labels, access control, and release prevention

19

Place potentially affected inventory on hold, quarantine, restricted, inspection-pending, or other approved non-releasable status when required by the response procedure.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A temperature excursion should not become a picking error. Physical status, system status, and access control should agree until product disposition is authorized.

20

Verify physical hold or quarantine labels identify the affected product, lot or batch, event reference, quantity, date, reason, and responsible owner where required.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: A temperature excursion should not become a picking error. Physical status, system status, and access control should agree until product disposition is authorized.

21

Check WMS, ERP, inventory-control, or quality-system status prevents affected goods from normal picking, allocation, dispatch, transfer, or release.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A temperature excursion should not become a picking error. Physical status, system status, and access control should agree until product disposition is authorized.

22

Segregate affected inventory from normal stock when physical separation is required to prevent accidental use or mixing.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: A temperature excursion should not become a picking error. Physical status, system status, and access control should agree until product disposition is authorized.

23

Verify split lots, mixed pallets, partially affected locations, transferred stock, or already-staged goods are included correctly in the hold scope.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A temperature excursion should not become a picking error. Physical status, system status, and access control should agree until product disposition is authorized.

24

Escalate affected goods that remain pickable, unclear hold boundaries, missing labels, partial lot control, or system and physical status that do not agree.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A temperature excursion should not become a picking error. Physical status, system status, and access control should agree until product disposition is authorized.

5. Excursion timeline, start and end estimate, temperature profile, duration, peak or minimum value, location history, and exposure reconstruction

25

Determine the earliest known acceptable condition and the first known out-of-range or abnormal condition using logs, alarms, trend data, shift records, or other evidence.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product-impact decisions depend on both temperature and time. Reconstruct the most credible exposure timeline using all available records rather than a single spot reading.

26

Determine the recovery time or latest known abnormal condition and estimate the total excursion duration or exposure window using the approved assessment method.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product-impact decisions depend on both temperature and time. Reconstruct the most credible exposure timeline using all available records rather than a single spot reading.

27

Record the highest, lowest, or otherwise most significant temperature reached where relevant and supported by reliable data.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product-impact decisions depend on both temperature and time. Reconstruct the most credible exposure timeline using all available records rather than a single spot reading.

28

Review continuous logger or monitoring graphs for excursion shape, repeated cycling, intermittent recovery, door events, defrost events, power loss, or other patterns.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product-impact decisions depend on both temperature and time. Reconstruct the most credible exposure timeline using all available records rather than a single spot reading.

29

Trace affected inventory movement through rooms, staging, vehicles, receiving, dispatch, loading, unloading, or other locations during the potential exposure window.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product-impact decisions depend on both temperature and time. Reconstruct the most credible exposure timeline using all available records rather than a single spot reading.

30

Escalate incomplete timeline, missing logger data, unknown exposure duration, unknown product location, or conflicting records that prevent reliable reconstruction.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product-impact decisions depend on both temperature and time. Reconstruct the most credible exposure timeline using all available records rather than a single spot reading.

6. Root-cause investigation, refrigeration or equipment fault, door events, power, human factors, process failures, and environmental contributors

31

Inspect refrigeration, cooling, heating, compressor, evaporator, condenser, fans, controls, valves, defrost, refrigerant indicators, and visible equipment condition where applicable.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: Correct the cause, not only the temperature. Review equipment, operating behavior, loading patterns, doors, power, sensors, alarms, and process conditions together.

32

Review door-opening duration, door left open, damaged seals, curtains, loading or unloading activity, congestion, airflow obstruction, or repeated access events that may have contributed.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition

Execution tip: Correct the cause, not only the temperature. Review equipment, operating behavior, loading patterns, doors, power, sensors, alarms, and process conditions together.

33

Check power loss, breaker trip, generator or backup failure, fuel shortage, plug disconnection, battery issue, or electrical interruption where relevant.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition

Execution tip: Correct the cause, not only the temperature. Review equipment, operating behavior, loading patterns, doors, power, sensors, alarms, and process conditions together.

34

Review sensor placement, sensor failure, calibration status, alarm settings, controller configuration, remote monitoring, and notification routing for contribution to the event.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition

Execution tip: Correct the cause, not only the temperature. Review equipment, operating behavior, loading patterns, doors, power, sensors, alarms, and process conditions together.

35

Review staff actions, loading sequence, staging duration, vehicle preconditioning, setpoint changes, SOP deviations, maintenance activity, or communication gaps that may have contributed.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition

Execution tip: Correct the cause, not only the temperature. Review equipment, operating behavior, loading patterns, doors, power, sensors, alarms, and process conditions together.

36

Record the confirmed or most probable root cause, contributing factors, evidence, unresolved uncertainties, and whether specialist maintenance, quality, engineering, or transport investigation is required.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition

Execution tip: Correct the cause, not only the temperature. Review equipment, operating behavior, loading patterns, doors, power, sensors, alarms, and process conditions together.

7. Product-impact assessment, quality or technical review, shelf-life consideration, sampling, documentation, and decision basis

37

Provide the authorized quality, technical, product, customer, or other decision owner with the event timeline, temperature profile, affected lots, quantities, and storage or transport history.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Product disposition must follow the applicable product, quality, customer, or regulatory programme. Do not infer safety or quality from temperature alone without the required assessment.

38

Review product specifications, stability or shelf-life information, approved excursion guidance, customer requirements, quality procedures, or other controlling references relevant to the affected goods.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Product disposition must follow the applicable product, quality, customer, or regulatory programme. Do not infer safety or quality from temperature alone without the required assessment.

39

Check whether product sampling, inspection, testing, logger download, packaging review, sensory check, engineering assessment, or other technical evaluation is required.

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Product disposition must follow the applicable product, quality, customer, or regulatory programme. Do not infer safety or quality from temperature alone without the required assessment.

40

Assess whether the excursion affects product safety, quality, potency, integrity, shelf life, customer acceptance, regulatory status, warranty, or other release criteria as applicable.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Product disposition must follow the applicable product, quality, customer, or regulatory programme. Do not infer safety or quality from temperature alone without the required assessment.

41

Document the decision basis, references used, assumptions, uncertainty, affected lot boundaries, and person or function authorizing the impact assessment.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product disposition must follow the applicable product, quality, customer, or regulatory programme. Do not infer safety or quality from temperature alone without the required assessment.

42

Escalate cases where the impact cannot be established, required technical evidence is unavailable, customer or regulatory approval is needed, or product risk remains uncertain.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Product disposition must follow the applicable product, quality, customer, or regulatory programme. Do not infer safety or quality from temperature alone without the required assessment.

8. Disposition, release, rejection, rework, transfer, shelf-life adjustment, customer communication, and inventory update

43

Record the approved disposition for each affected lot or quantity such as release, conditional release, reduced shelf life, rework, return, destruction, rejection, transfer, or continued hold.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Only an authorized disposition decision should remove the hold. Keep the physical product, WMS or ERP status, labels, and documentation synchronized.

44

Verify only authorized personnel approve release, shelf-life adjustment, relabelling, rework, or other disposition changes under the applicable programme.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Only an authorized disposition decision should remove the hold. Keep the physical product, WMS or ERP status, labels, and documentation synchronized.

45

Update WMS, ERP, quality-system, shipment, inventory-status, expiry, shelf-life, or other relevant records to match the approved disposition.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Only an authorized disposition decision should remove the hold. Keep the physical product, WMS or ERP status, labels, and documentation synchronized.

46

Remove or replace hold labels and physical segregation only after authorization and system status have been correctly updated.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: Only an authorized disposition decision should remove the hold. Keep the physical product, WMS or ERP status, labels, and documentation synchronized.

47

Complete required supplier, customer, carrier, insurer, quality, regulatory, or internal communication and retain evidence where applicable.

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Only an authorized disposition decision should remove the hold. Keep the physical product, WMS or ERP status, labels, and documentation synchronized.

48

Escalate unauthorized release, inconsistent physical and system status, missing disposition evidence, uncontrolled relabelling, or affected stock dispatched before final approval.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Only an authorized disposition decision should remove the hold. Keep the physical product, WMS or ERP status, labels, and documentation synchronized.

9. Corrective and preventive action, equipment repair, process changes, training, alarm improvements, verification, and effectiveness

49

Create corrective actions for confirmed equipment, power, door, process, sensor, alarm, transport, training, loading, monitoring, or communication causes.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A completed repair is not the same as an effective corrective action. Verify the environment, alarm, process, and operating behavior after the change.

50

Assign named owners, due dates, immediate controls, permanent fixes, specialist or service needs, evidence expectations, and effectiveness-check criteria.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A completed repair is not the same as an effective corrective action. Verify the environment, alarm, process, and operating behavior after the change.

51

Verify refrigeration repair, sensor replacement, alarm change, door repair, backup-power action, process revision, or other corrective work is physically complete.

CRITICAL

EXCURSION

Controlled

Assess

Hold

EVIDENCE / ACTION | Add

Execution tip: A completed repair is not the same as an effective corrective action. Verify the environment, alarm, process, and operating behavior after the change.

52

Confirm the affected room, equipment, vehicle, or monitoring system has returned to stable approved operation before normal use resumes.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A completed repair is not the same as an effective corrective action. Verify the environment, alarm, process, and operating behavior after the change.

53

Review whether SOPs, training, alarm escalation, preventive maintenance, monitoring frequency, spare-device availability, backup capacity, or emergency plans need revision.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: A completed repair is not the same as an effective corrective action. Verify the environment, alarm, process, and operating behavior after the change.

54

Escalate repeated excursions, ineffective repair, recurring alarm failure, overdue actions, or corrective actions closed without evidence that the underlying cause is controlled.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: A completed repair is not the same as an effective corrective action. Verify the environment, alarm, process, and operating behavior after the change.

10. Event closure, record completeness, trend review, recurrence analysis, management sign-off, and lessons learned

55

Verify the excursion record includes event ID, affected product or location, approved limits, actual data, timeline, alarms, device information, immediate controls, and hold status.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Close the event only when product status, root cause, corrective actions, and evidence are complete enough to defend the decision later.

56

Confirm root-cause evidence, product-impact assessment, disposition approval, system updates, communications, corrective actions, and effectiveness checks are attached or traceable.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Close the event only when product status, root cause, corrective actions, and evidence are complete enough to defend the decision later.

57

Review recurring excursions by room, vehicle, sensor, refrigeration unit, product, route, shift, door event, alarm type, or root cause to identify systemic patterns.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Close the event only when product status, root cause, corrective actions, and evidence are complete enough to defend the decision later.

58

Compare current event with previous near-limit trends, equipment faults, seasonal issues, loading or transport patterns, and repeat corrective actions for recurrence risk.

CRITICAL

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
----------------	-----------------	-------	----------	----------------------

Execution tip: Close the event only when product status, root cause, corrective actions, and evidence are complete enough to defend the decision later.

59

Capture lessons learned and update emergency contacts, response templates, backup storage, spare sensors, escalation paths, training, or preventive controls where needed.

EXCURSION

Excursion item	Status / result	Owner	Evidence	Action / disposition
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Execution tip: Close the event only when product status, root cause, corrective actions, and evidence are complete enough to defend the decision later.

60

Record final excursion status, affected inventory disposition, critical open issues, overdue actions, next effectiveness review date, event owner, quality or cold-chain owner where applicable, and management approval.

CRITICAL

EXCURSION

FINAL STATUS Enter	EVENT OWNER Enter	QUALITY / COLD CHAIN Enter	MANAGEMENT APPROVAL Enter
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Execution tip: Close the event only when product status, root cause, corrective actions, and evidence are complete enough to defend the decision later.