Critical Control Points (CCP)

Determination Worksheet and Monitoring Log

Decide which steps are real CCPs, then record every check, every reading and every deviation in one place.

Site / Plant		Product or line	
HACCP plan rev.		Process step ref.	
Prepared by		Date	
Verified by		Sheet ___ of ___	

Is this step really a CCP?	Yes	No	Notes
The hazard here is significant: likely to happen, serious if it does			
A critical limit exists that you can measure (temperature, time, pH, water activity, detection)			
Monitoring catches a breach fast enough to hold the affected product			
No later step removes the hazard or brings it back to an acceptable level			
Losing control here makes the product unsafe, not just off-spec			

Five times Yes: treat the step as a CCP. A No on the measurable limit or on timely monitoring usually points to an OPRP. A No on significance points to a plain control point.

CCP determination worksheet

Q1 control measure in place. Q2 it removes the hazard or reduces it to an acceptable level. Q3 the hazard could exceed that level here. Q4 a later step controls it.

#	Process step	Significant hazard	Q1	Q2	Q3	Q4	CCP / OPRP / CP
1							
2							
3							
4							
5							
6							
7							
8							

CCP monitoring record

One line per check. Write down the reading, not just a tick.

Date / time	CCP no.	Critical limit	Actual reading	In limit (Y/N)	Monitored by

Date / time	CCP no.	Critical limit	Actual reading	In limit (Y/N)	Monitored by

Deviations and corrective action

Every breach gets a product decision and a named owner.

#	Deviation and CCP affected	Product held / disposition	Corrective action	Closed by / date
1				
2				
3				
4				
5				

Acceptance decision

Rule: no affected product is released while a CCP deviation stays open. Record the disposition before release.

Checks in limit: ______ Deviations: ______ Still open: ______

Outcome: [ ] Released [ ] Released after rework [ ] Held [ ] Rejected

Monitored by (operator)

____

Name / Signature / Date

Verified by (QA or HACCP team)

____

Name / Signature / Date