

Monitoring Procedure and Record Form

Food safety plan, monitoring procedure | Marked-up specimen

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A monitoring procedure rewritten to state the value, frequency and responsible position already recorded elsewhere in the same plan.

ORIGINAL, WITH EDITS MARKED

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

Cattermole Bakery Company (fictitious) - Food safety plan

EXTRACT FROM ELSEWHERE IN THE PLAN (reproduced unchanged in both panels)

5.2 Critical limit, oven cook step: product internal temperature at the coldest point of the loaf, minimum 190 degrees Fahrenheit. Source: process authority letter at Appendix D.

5.3 Monitoring assignment: Baking Line Lead, named on the shift roster.

5.5 Monitoring method: calibrated probe thermometer, procedure SOP-14. Reading taken at the start of each production run and every 60 minutes thereafter.

5.6 Corrective action procedure, oven cook step.

SECTION 5.4 - MONITORING: OVEN COOK STEP

Monitoring: Oven temperature² is monitored regularly by production staff and recorded.¹ Product internal temp should reach target per the process authority letter.³ Deviations are addressed as required.⁴

RECORD FORM 5.4

Date | Oven | Temp | OK?⁵

WHAT CHANGED, AND WHY

#	Was	Now	Reason
1	Oven temperature is monitored regularly by production staff and recorded.	Frequency: at the start of each production run and every 60 minutes thereafter (Section 5.5). / Who monitors: the Baking Line Lead named on the shift roster (Section 5.3).	Regularly is not a frequency and production staff is not a position. The rule asks for the frequency inside the written procedure, and both facts were already recorded at Sections 5.3 and 5.5.
2	Oven temperature	product internal temperature at the coldest point of the loaf (Section 5.2)	The heading says oven and the critical limit at Section 5.2 governs the product. One term was standing in for two different measurements.

#	Was	Now	Reason
3	Product internal temp should reach target per the process authority letter.	Minimum value: 190 degrees Fahrenheit (Section 5.2, from the process authority letter at Appendix D).	Target names no value. The number is the number at Section 5.2, carried across unchanged. Should also softens a stated minimum into a preference.
4	Deviations are addressed as required.	Deviation: if a reading is below 190 degrees Fahrenheit, follow the corrective action procedure at Section 5.6.	As required states no condition a reader can test, and it names no document. The corrective action procedure was already at Section 5.6.
5	Date Oven Temp OK?	Date Time Oven ID Product internal temperature (degrees F) Minimum required (degrees F) Initials	The form has no column for the time, no unit on the temperature, and no initials. OK is a judgment column with no stated test, and printing the required minimum beside the reading puts the comparison on one line.

EXAMPLE
FOR ILLUSTRATION ONLY