

HACCP CCP Monitoring Log

How-to guide: what the workbook does, how to use it and what every number means.

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HACCP CCP Monitoring Log

Record every CCP check against its limits and track deviations, corrective actions, verification, missed checks and holds.

For: Food safety and QA managers, HACCP team leaders, production supervisors and owners of food and beverage plants and commercial kitchens.

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Quick start

1. On Setup, type your site name, currency and hold-cost values, then replace the example CCPs with those of your HACCP plan: limit type, critical limit, operating limit and checks per day.
2. On CCP Log, add one row per check: date, time, CCP, batch, reading and the initials of who checked.
3. When a reading is Out of limits, record the corrective action, the product held and who verified it.
4. Read the Check column: anything other than OK names what is missing in words.
5. Open the Dashboard; pick a CCP to see its last 20 readings against its limits, and use the dates to review a week.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Site, currency, hold-cost values and the critical control points of your HACCP plan.
CCP Log	One row per CCP check: the reading, its result, any corrective action and the verifier's initials.
Dashboard	Deviations, open actions, missed checks, verification and product on hold, and the trend of the CCP you pick.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Limits	Looked up from the CCP list by CCP (blank stays blank, never zero).	CCP unit
Result	Minimum type: below the critical limit = Out of limits; below the operating limit = Check; else Within limits. Maximum type: the same with above.	-

Quantity	How it is calculated	Units
Hold cost (est.)	Product held x value per held unit + QA investigation cost, when product is held; else 0.	currency
Reading no.	Count of the CCP's readings with an earlier date, plus those on the same date at or before this time.	-
Open deviations	Out-of-limits rows whose Check is not OK (no corrective action, no verifier, or another problem).	count
Missed checks	Per production day and CCP: checks per day on Setup minus checks logged, never below 0. A production day is a date with at least one record in view; the grid and tile cover the last 10.	count
Records verified	Rows with Verified by filled in / rows in view, against the target on Setup.	%
Roll-ups	COUNTIFS and SUMIFS over rows whose View date is filled in (inside the From and To dates).	-

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Harbourside Kitchens, a fictional business.

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FromToCCP to chart

CCP1 Cooking

Showing 179 checks. Missed checks cover the last 10 production days in view (days with at least one record). Money in AUD.

CHECKS LOGGED	DEVIATIONS (OUT OF LIMITS)	OPEN DEVIATIONS	MISSED CHECKS
179	4	1	1
Monitoring records in view	Readings past the critical limit	Limit 0	Limit 0
		Above target	Above target

