Standard Operating Procedure (SOP)

Critical Control Point Identification and Management

Effective Date: [Insert Date]

Reviewed By: [Insert Name/Title]

Approved By: [Insert Name/Title]

*This SOP details the process of **critical control point identification and management**, focusing on the systematic identification, monitoring, and control of points within a process where hazards can be prevented, eliminated, or reduced to acceptable levels. It includes procedures for hazard analysis, establishing critical limits, monitoring protocols, corrective actions, verification activities, and documentation to ensure product safety and compliance with regulatory standards.*

1. Purpose

To provide a structured framework for identifying and managing critical control points (CCPs) in [Company/Process Name] operations in compliance with applicable regulatory and industry requirements.

2. Scope

This SOP applies to all processes and personnel involved in [product/service/process] at [facility/location].

3. Responsibilities

- **Quality Assurance (QA) Team:** Lead hazard analysis and CCP identification. Document and review CCP management activities.
- **Operations Personnel:** Conduct monitoring and recordkeeping at identified CCPs.
- **Supervisors/Managers:** Initiate corrective actions and ensure compliance with the SOP.

4. Procedure

1. **Hazard Analysis**
    - Identify all potential biological, chemical, and physical hazards in the process.
    - Document hazards and their sources at each process step.
2. **Critical Control Point (CCP) Identification**
    - Use decision trees or flow diagrams to determine points where control is essential to prevent or eliminate hazards or reduce them to acceptable levels.
    - Document all identified CCPs and justification for their selection.
3. **Establish Critical Limits**
    - Set measurable and validated maximum and/or minimum values to which hazards must be controlled at each CCP (e.g., temperature, time, pH).
4. **Monitoring Procedures**
    - Develop methods for scheduled monitoring of each CCP (e.g., frequency, personnel, testing methods).
    - Record monitoring data using approved forms.
5. **Corrective Actions**
    - Define specific actions to be taken when monitoring indicates a deviation from established critical limits.
    - Document corrective actions and root cause analysis.
6. **Verification Activities**
    - Conduct regular review of CCP management system performance (e.g., audits, equipment calibration).
    - Verify effectiveness of corrective actions and monitoring accuracy.
7. **Documentation and Recordkeeping**
    - Maintain all records related to CCP identification, monitoring, deviations, corrective actions, and verification in compliance with regulatory requirements.

5. Documentation Forms

Process Step	Description	Form/Reference
Hazard Analysis	Identification and assessment of hazards	[Hazard Analysis Worksheet]

CCP Monitoring	Routine checks at CCPs	[CCP Monitoring Log]
Corrective Actions	Actions and investigations on deviations	[Corrective Action Report]
Verification	Audit and verification records	[Verification Checklist]

6. Review and Update

This SOP shall be reviewed annually or when process changes occur. Updates must be approved by the QA Manager.

7. References

- Codex Alimentarius, General Principles of Food Hygiene
- Applicable local and international regulatory standards
- [Company] HACCP Manual