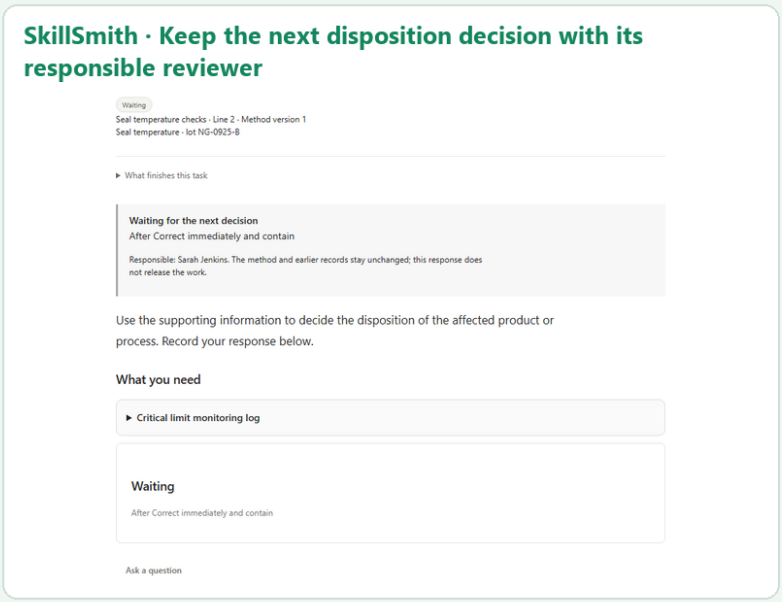
MONITOR A CRITICAL LIMIT AND ACT ON A DEVIATION

# Give each critical reading the context needed for review

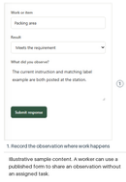
Record the point, reading and unit, time, in-limit status and initials against the site's selected limit and schedule.

**Take the reading and record it > Correct immediately and contain (when triggered) > Decide the disposition of the affected product or process (when triggered) > Verify the period's records**

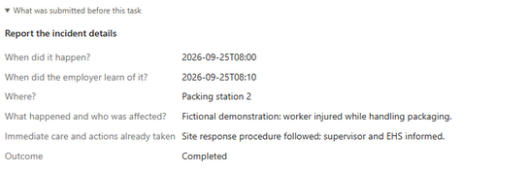
**SkillSmith · Keep the next disposition decision with its responsible reviewer**




**SkillSmith · Share an observation through a published form**



**SkillSmith · Carry the earlier incident response into the investigation**




Keep the next disposition decision with its responsible reviewer

## Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

# The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

| Your role | The contribution | SkillSmith support |
|---|---|---|
| **Assigned team member** | Take the reading and record it; Correct immediately and contain | Respond with affected product or process contained, immediate correction, initials and lead informed. |
| **Designated specialist** | Decide the disposition of the affected product or process | Respond with basis in the plan, decided by and release / rework / discard / hold pending test. |
| **Team lead** | Verify the period's records | Respond with deviations had corrections and dispositions, records complete and signed. |

## Keep the missed scheduled reading visible

In a worked example, a scheduled reading is missing; retain the gap instead of treating absent data as an in-limit result.

WORKED DECISION

| Decision point | Information to use | Responsible next step |
|---|---|---|
| Working material | Log and Points | Open the selected material for this occurrence. |
| Recorded response | point, reading (with unit) and time | Save the response with its work context. |
| Review point | within limit yes/no and initials | Agree the next action with the person responsible for this decision. |

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

# Monitor a critical limit and act on a deviation

Bring log and points into the prepared work. Assigned team member, Designated specialist and Team lead each receive the context needed for their part.

### 01 Take the reading and record it

Record point, reading (with unit), time, within limit yes/no and initials.

### 02 Correct immediately and contain

When the reading is outside the critical limit, record immediate correction, affected product or process contained, re-check reading and lead informed.

### 03 Decide the disposition of the affected product or process

When a deviation occurred, record release / rework / discard / hold pending test, basis in the plan and decided by.

### 04 Verify the period's records

Record records complete, deviations had corrections and dispositions and signed.

## Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

### Monitor a critical limit and act on a deviation

A process parameter that must stay inside a limit - a cooler's temperature, a paint booth's humidity, a cold-chain reading at receiving - is read on its cadence and recorded; a reading outside the limit gets an immediate correction, a decision on the affected product or process by a qualified person, and the records are verified. Two profiles: a food-control profile that requires the site's approved control plan, and a general process-control profile.

**Walk-in cooler temperatures · Café (each shift)**

YOUR INFORMATION / CONNECTED WORK

# The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

**Your work context > SkillSmith > Your next contribution**




| | |
|---|---|
| **Log**<br>The task uses this material | The monitoring log: point, limit, reading, action - records append to Pulse; the form itself is unchanged. |
| **Points**<br>The task uses this material | The monitoring points with their critical limits, units and frequency - site data, entered or imported by the site. |
| **Control plan**<br>The task uses this material | The control plan (HACCP plan or process control plan) that sets limits, corrective actions, dispositions and verification - the site's approved document. |

YOUR DELIVERY PLAN / OUR TEAM

# Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

### 01 Select the working material

Choose log and points from the resources your team uses.

### 02 Agree the responsibilities

Confirm assigned team member, designated specialist and team lead for this method, then choose the people eligible to receive its work.

### 03 Walk through the selected route

Walk through these conditional steps: “Correct immediately and contain”; “Decide the disposition of the affected product or process”.

## We are here to help



**Rohit Singh**
VP of Strategic Partnerships



**Brent Jackson**
Director of Customer Success

## Prepare the method for your team

### What stays with the recorded response?

The response for this occurrence retains point, reading (with unit), time, within limit yes/no and initials. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

### Which materials do we need to bring?

Bring log and points. We use those choices to prepare the working context, then check that each task opens the material it needs.

### How do the conditional steps become part of the method?

The conditional route is used when the reading is outside the critical limit. Select the variant or respond to the recorded condition before treating that step as required.

### What is the outcome for the wider workflow?

Readings recorded on cadence inside the limit, or the deviation corrected, the affected product or process dispositioned by the qualified person, and the period's records verified.

WHY SKILLSMITH / YOUR NEXT STEP

# Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

| Without connected follow-through | With SkillSmith |
| --- | --- |
| **The person has to leave the work to find its instructions or help.** | Open the selected resources with the task, and keep a question attached when help is needed. |
| **The current status hides which response or version came before it.** | Keep point, reading (with unit) and time with the work, with recorded history available for later review. |

## Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- What reading was taken against the site's selected limit and schedule?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact