

Compliance Monitoring Log

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| Document No.: | CM-2024-001 | Date Created: | 2024-06-15 |
| Department: | Quality Assurance | Reviewer: | Jane Doe |

Monitoring Log

| Date | Area/Process Monitored | Compliance Criteria | Findings | Action Taken | Status | Remarks |
|------------|------------------------|--------------------------------|------------------------|--------------------|--------|---------------------------|
| 2024-06-01 | Document Control | All documents up-to-date | One outdated SOP found | SOP updated | Closed | - |
| 2024-06-07 | Inventory Records | Accurate tracking maintained | No discrepancies | N/A | Closed | - |
| 2024-06-10 | Training Records | 100% staff trained on Policy X | 2 staff not trained | Scheduled training | Open | To complete by 2024-06-20 |

Important Notes

- This log should be updated regularly to reflect ongoing compliance monitoring activities.
- All findings and actions must be documented clearly for traceability.
- Ensure that responsible persons follow up open actions and close them in a timely manner.
- Keep this log secure and accessible only to authorized personnel.
- Periodic reviews of this document help ensure continuous compliance improvement.