

Compliance Monitoring Log

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2024-06-01	Document Control	All documents up-to-date	One outdated SOP found	SOP updated	Closed	-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.