SOP title	Receipt and inspection of cold chain goods		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To ensure cold chain products are received within their required temperature range and moved into correct storage without delay.

2. Scope

All incoming temperature-sensitive products at _____.

3. Responsibilities

Stores personnel receive and inspect; QA reviews temperature data and decides on any excursion.

4. Definitions

5. Procedure

1. Prioritise cold chain consignments over all other receipts.
2. Check the vehicle or shipper on arrival: seal intact, no visible damage, refrigeration unit running (for reefers).
3. Verify the delivery documents against the purchase order: product, batch, quantity, expiry and storage condition.
4. Retrieve the shipment's temperature data logger. Stop it and download or view the record.
5. Check the record for any reading outside the labelled range during transit.
6. If no excursion: move goods into the designated cold storage within [15] minutes of opening the shipper.
7. If an excursion is found, or the logger is missing or damaged: place goods in a quarantine area within the correct cold storage, label "Quarantine – do not use", and inform QA immediately (follow SOP 4).
8. Check vaccine vial monitors (VVMs) or temperature indicators where present.
9. Record the receipt in Form CC-01 and attach the logger report.

6. Records

Form CC-01 Cold chain receipt record; logger report; GRN.

7. References

8. Revision history

Version	Date	What changed and why	Changed by

9. Approval

	Name & designation	Signature	Date
Prepared by			
Reviewed by			
Approved by (QA)			

> Sample template. Replace bracketed text with your own details, align it with your product labels, and have QA approve it before use.