SOP title	Cleaning, defrosting and maintenance		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To keep cold chain equipment clean and working reliably without exposing products to excursions.

2. Scope

Cold rooms, refrigerators and freezers.

3. Responsibilities

Stores personnel for cleaning; engineering or service vendor for maintenance.

4. Definitions

5. Procedure

1. Clean equipment at a defined frequency, for example [monthly] for refrigerators.
2. Before cleaning or defrosting, move products to qualified backup storage and monitor them.
3. Switch off and defrost as per the manufacturer's instructions where manual defrosting is needed.
4. Clean with approved, non-residual cleaning agents. Dry fully.
5. Switch on and allow the unit to return to its range, confirmed on the monitoring display, before returning products.
6. Record the activity in Form CC-09.
7. Carry out preventive maintenance as scheduled: condenser cleaning, door gasket check, refrigerant and compressor checks.
8. After major repairs, assess whether re-qualification or re-mapping is needed (SOP 7).

6. Records

Form CC-09 Cleaning and defrost log; preventive maintenance records.

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.