SOP title	Storage in cold rooms and refrigerators		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To store cold chain products under conditions that keep them within their labelled range.

2. Scope

All cold rooms, pharmaceutical refrigerators and freezers at _____.

3. Responsibilities

Stores personnel; area in-charge for daily checks.

4. Definitions

5. Procedure

1. Store products only in qualified, mapped equipment with a calibrated monitoring sensor.
2. Use only pharmaceutical-grade refrigerators. Domestic refrigerators are not permitted.
3. Do not store products in door shelves, against the back wall, near the evaporator, or on the floor.
4. Leave space between stacks and walls for air circulation, as defined in the mapping report.
5. Store products by FEFO (first expiry, first out). Keep labels visible.
6. Segregate quarantined, rejected and returned stock in clearly labelled areas.
7. Do not store food, drinks or non-pharmaceutical items in cold chain equipment.
8. Keep door openings short and infrequent. Plan picking to avoid repeated openings.
9. Keep freeze-sensitive products away from cold spots identified in mapping.

6. Records

Stock register; mapping report reference for each unit.

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.