SOP title	Temperature monitoring and alarm response		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To continuously monitor storage temperatures and respond to alarms before products are affected.

2. Scope

All monitored cold chain storage at _____.

3. Responsibilities

Area in-charge for daily review; designated alarm responders (including after hours); QA for review and trending.

4. Definitions

5. Procedure

1. Each storage unit has a calibrated, continuously recording sensor placed at the location defined by mapping.
2. Set alarm limits: [high and low alarm limits, e.g. 3°C and 7°C for a 2°C to 8°C unit] with a delay of [10–15] minutes to avoid false alarms from door openings.
3. Configure alerts by SMS, email and app to at least two responders, with escalation to [QA head / site head] if not acknowledged within [15] minutes.
4. Daily: review the monitoring dashboard or display at [time], and record current, minimum and maximum readings in Form CC-02 (or confirm in the system).
5. On an alarm: the responder acknowledges it, checks the unit within [15] minutes, and identifies the cause (door open, power, compressor, sensor).
6. Take immediate corrective action: close the door, restore power, or move products to backup storage (SOP 9).
7. If the reading went outside the product's labelled range, start SOP 4.
8. Record every alarm, cause and action in Form CC-03.
9. Test alarms [quarterly] by simulating a high and low condition. Record results in Form CC-04.
10. QA reviews monitoring data and alarm logs [monthly] for trends.

6. Records

Form CC-02 Daily temperature review; Form CC-03 Alarm log; Form CC-04 Alarm test record; system audit trail.

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.