SOP title	Packing and dispatch		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To pack cold chain products so they stay within range for the full journey.

2. Scope

All cold chain dispatches from _____.

3. Responsibilities

Dispatch personnel pack; QA approves packing configurations.

4. Definitions

5. Procedure

1. Use only qualified shipper and packing configurations, matched to route duration and season.
2. Condition gel or ice packs as specified in the packing instruction, for example [2°C to 8°C conditioned packs for 2°C to 8°C products]. Never place frozen packs directly against freeze-sensitive products.
3. Pre-condition the shipper if the packing instruction requires it.
4. Pack products, coolants and a started temperature logger exactly as shown in the packing diagram.
5. Place the logger with the product, not against a coolant pack or the box wall.
6. Seal the shipper and label it with storage condition, "Keep refrigerated" or equivalent, and orientation arrows.
7. Record packing time, shipper type, number of coolant packs and logger serial number in Form CC-06.
8. Hand over to the transporter only when the vehicle and dispatch timing are confirmed.
9. Pack in the cold area or as close to it as possible, and limit time at ambient temperature to [defined minutes].

6. Records

Form CC-06 Packing record; logger serial number; dispatch documents.

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.