SOP title	Transport and reefer vehicle management		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To keep products within range during transport.

2. Scope

Own fleet and contracted transporters carrying cold chain products.

3. Responsibilities

Logistics in-charge; transporters under a quality agreement.

4. Definitions

5. Procedure

1. Use only qualified vehicles or transporters approved by QA under a quality agreement.
2. Pre-cool the reefer to the set point before loading, and record the temperature.
3. Load quickly, without blocking airflow from the refrigeration unit.
4. Monitor temperature throughout the journey with a calibrated logger. Use real-time GPS loggers for high-value or long routes.
5. Drivers must not switch off refrigeration during stops and must keep doors closed except for loading and unloading.
6. If an alert is received in transit, the driver and logistics in-charge follow the contingency plan: check the unit, divert to a backup cold store, or transfer to another vehicle.
7. Record any delay, breakdown or alert in Form CC-07.
8. On delivery, the receiver checks the logger data (SOP 1).
9. Qualify routes by profiling summer and winter conditions for long or high-risk lanes.

6. Records

Form CC-07 Transport log; logger reports; vehicle qualification 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)			

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