SOP title	Calibration of monitoring devices		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To ensure temperature sensors and loggers read accurately.

2. Scope

All sensors, loggers and thermometers used for cold chain monitoring and mapping.

3. Responsibilities

Engineering or metrology; QA for review.

4. Definitions

5. Procedure

1. Maintain a list of all monitoring devices with serial numbers, locations and calibration due dates.
2. Calibrate each device at least [annually], or more often for critical uses or devices with a history of drift.
3. Use a calibration laboratory accredited to ISO/IEC 17025 (NABL in India), or traceable to national standards as defined by QA.
4. Calibrate at points that bracket the use range. For 2°C to 8°C, use points around 0°C, 5°C and 10°C.
5. Review each certificate on receipt: serial number match, points, as-found and as-left readings, uncertainty, and pass or fail against your acceptance limit.
6. If a device is found out of tolerance (as-found), assess the impact on all data recorded since the last calibration and raise a deviation.
7. Replace devices sent for calibration with calibrated spares so no location goes unmonitored.
8. Label each device with its calibration status and due date.

6. Records

Calibration schedule; certificates; out-of-tolerance impact assessments.

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.