SOP title	Power failure and equipment breakdown		
SOP No.		Version	
Effective date		Review date	
Department		Site	

1. Purpose

To protect products when power fails or cold chain equipment breaks down.

2. Scope

All cold chain storage at _____.

3. Responsibilities

Area in-charge; engineering; alarm responders; QA.

4. Definitions

5. Procedure

1. Connect critical cold chain equipment to backup power (generator or UPS) where available, and test it [monthly].
2. Monitoring devices must have battery backup so they keep recording and alerting during a power cut.
3. On power failure: keep doors closed. A closed, well-loaded unit holds temperature longer.
4. Confirm the backup supply starts. If not, inform engineering immediately.
5. If power is not restored within [defined time] or the temperature approaches the alarm limit, move products to designated backup storage (another qualified unit, cold room or conditioned shippers).
6. For equipment breakdown, follow the same transfer steps and raise a maintenance request.
7. Record the event, duration, actions and temperatures in Form CC-08.
8. If any product went outside range, follow SOP 4.
9. Keep an emergency contact list (engineering, service vendor, backup storage, QA) posted on every cold chain unit.

6. Records

Form CC-08 Power failure and breakdown log; generator test 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)			

> Sample template. Replace bracketed text with your own details, align it with your product labels, and have QA approve it before use.