

Standard Operating Procedure (SOP)

Preparation Area Temperature Maintenance Guidelines

This SOP establishes **preparation area temperature maintenance guidelines** to ensure optimal environmental conditions for food safety and quality. It covers temperature monitoring procedures, acceptable temperature ranges, equipment calibration, corrective actions for deviations, and record-keeping requirements. The goal is to maintain safe temperatures that prevent foodborne illnesses and preserve product integrity during preparation processes.

1. Scope

This SOP applies to all personnel working in food preparation areas and any staff responsible for monitoring and maintaining temperature control systems.

2. Responsibilities

- Designated employees must monitor temperatures and record findings.
- Supervisors must ensure staff are trained and SOPs are followed.
- Maintenance personnel are responsible for equipment calibration and repair.

3. Acceptable Temperature Ranges

Area/Equipment	Acceptable Range (°C)	Acceptable Range (°F)
General Preparation Room	10 – 20	50 – 68
Refrigerated Prep Storage	0 – 5	32 – 41
Hot Holding Area	> 60	> 140

**Refer to your local regulatory authority for any additional requirements.*

4. Temperature Monitoring Procedures

1. Use only calibrated thermometers or automated sensors.
2. Check and record prep area temperature at the start of the shift, every 4 hours during operation, and at shift end.
3. Document all results on the Temperature Monitoring Log Sheet (see attached template).
4. Report any deviations from acceptable ranges to supervisor immediately.

5. Equipment Calibration

- Calibrate all thermometers and monitoring devices monthly or per manufacturer recommendations.
- Document calibration date, results, and technician's initials on the Calibration Log.
- If equipment is found out of calibration, re-calibrate before use and review past records for accuracy.

6. Corrective Actions for Deviations

1. If temperature deviates from the acceptable range:
 - Verify accuracy with a secondary device.
 - Immediately adjust HVAC, chiller, or heating systems as needed.
 - Temporarily relocate perishable food to a safe area if necessary.
 - Inform supervisor and maintenance team.
 - Record actions taken on the Corrective Action Log.

7. Record-Keeping Requirements

- Maintain daily Temperature Monitoring Logs for at least 12 months.
- Keep Calibration and Corrective Action Logs organized and readily available for inspections.
- Ensure all records are signed/initialed by responsible staff and verified by a supervisor.

8. References

- Local and national food safety regulations
- Manufacturers' instructions for temperature monitoring equipment
- Internal food safety management system guidelines

9. Revision History

Date	Revision #	Description	Approved By
2024-06-10	1.0	Initial SOP Release	Quality Manager