

SOP Template: Corrective Actions for Temperature Violations

This SOP details **corrective actions for temperature violations**, including identification of temperature deviations, immediate response procedures, equipment inspection and calibration, documentation and reporting of incidents, employee training on temperature control, and preventive measures to avoid recurrence. The goal is to ensure product safety and quality by maintaining proper temperature standards and promptly addressing any violations.

1. Purpose

To outline the standardized procedures for identifying, responding to, and preventing temperature violations in order to ensure product safety and quality.

2. Scope

This procedure applies to all employees handling temperature-sensitive products, storage areas, and equipment used for temperature control.

3. Responsibilities

- All relevant employees must monitor and report temperature deviations.
- Supervisors must implement corrective actions and ensure compliance with SOP.
- Maintenance staff are responsible for equipment inspection and calibration.

4. Procedure

- 1. Identification of Temperature Deviations**
 - Regularly monitor and record temperatures per schedule.
 - Immediately alert supervisor if a reading falls outside the established safe range.
- 2. Immediate Response Procedures**
 - Segregate affected product until assessment is completed.
 - Assess and record the time and extent of the deviation.
 - Contact supervisor or quality assurance for guidance.
 - Determine product disposition: use, rework, or dispose as appropriate.
- 3. Equipment Inspection and Calibration**
 - Inspect equipment (refrigerators, freezers, etc.) for malfunctions.
 - Calibrate or repair equipment as necessary.
 - Document maintenance and calibration activities.
- 4. Documentation and Reporting of Incidents**
 - Complete an incident report detailing the deviation and corrective actions taken.
 - Log incident in the temperature violation records.
 - Notify management and, if required, regulatory authorities.
- 5. Employee Training on Temperature Control**
 - Conduct regular training on monitoring procedures and corrective actions.
 - Ensure new hires are trained before assuming duties involving temperature-sensitive products.
- 6. Preventive Measures to Avoid Recurrence**
 - Review and improve monitoring frequency and equipment maintenance.
 - Perform periodic reviews and drills of corrective action procedures.
 - Assess trends in violations and address root causes.

5. Records

- Temperature logs
- Incident and corrective action reports
- Equipment maintenance records
- Training records

6. Revision History

Version	Date	Description	Author
1.0	2024-06-02	Initial template release	[Your Name]

