

# Standard Operating Procedure (SOP): Temperature Log Maintenance and Record Retention

## 1. Purpose

This SOP details the procedures for **temperature log maintenance and record retention**, including accurate recording of temperature readings, regular monitoring schedules, proper documentation methods, secure storage of records, compliance with regulatory requirements, routine audits, and retention timelines. The aim is to ensure precise temperature tracking for safety, quality control, and regulatory compliance across various operational environments.

## 2. Scope

This SOP applies to all personnel responsible for monitoring and recording temperature readings in controlled environments (e.g., storage areas, laboratories, production lines), as well as those managing the maintenance and retention of related records.

## 3. Responsibilities

- **Personnel:** Accurately monitor and document temperature readings as per schedule.
- **Supervisors/Managers:** Review logs for completeness, verify compliance, and conduct periodic audits.
- **Quality Assurance:** Ensure adherence to procedural and regulatory requirements for temperature records.

## 4. Procedures

### 4.1 Temperature Log Maintenance

1. **Recording Schedule:**
  - Record temperature readings according to the established frequency (e.g., daily, per shift, or as specified by SOP).
2. **Measurement Tools:**
  - Utilize calibrated temperature measuring devices.
  - Check calibration status before each use.
3. **Documentation:**
  - Enter readings in the designated logbook (paper or electronic).
  - Each entry must include date, time, temperature value, initials/signature of recorder, and any observed deviations.
  - Corrections must be made by striking through incorrect data, entering the correct information, and initialing the change. Do not use correction fluid.
4. **Action for Deviations:**
  - Report out-of-range temperatures immediately to the supervisor.
  - Document corrective and preventive actions taken.

### 4.2 Record Retention and Storage

1. **Physical Records:**
  - Store paper logs in a specified, secure, and weather-protected area (e.g., locked cabinet or archive room).
  - Restrict access to authorized personnel only.
2. **Electronic Records:**
  - Ensure data is backed up regularly on secure servers with restricted access.
  - Maintain audit trails for all electronic entries and modifications.
3. **Retention Timelines:**
  - Retain all temperature logs for a period as defined by applicable regulations or company policy (minimum 3 years unless specified otherwise).
4. **Record Disposal:**
  - After the retention period, dispose of records securely (shredding for paper, secure deletion for electronic files), following company procedures.

## 5. Compliance

- Follow applicable local, state, and federal regulations regarding temperature monitoring and data retention.
- Ensure logs are available for inspection by regulatory authorities upon request.

## 6. Audits and Review

- Conduct routine audits of temperature log records for accuracy and completeness (at least quarterly).
- Document audit findings, corrective actions, and follow-up activities.

## 7. References

- Relevant regulatory guidelines (e.g., FDA, GMP, ISO standards)
- Company policy manuals

## 8. Revision History

Version	Date	Details	Author	Approval
1.0	2024-06-20	Initial SOP release	[Author Name]	[Approver Name]