

SOP - Cold Storage Management

Food Safety & Quality Template · Provided by GIFSQ

Chillers and freezers only protect food if they're run properly - right temperature, right rotation, raw kept away from ready-to-eat. This SOP covers the daily discipline that keeps cold storage doing its job.

Tip from experience: the best SOPs are the ones supervisors helped write. Walk the procedure with the people who do it, fix anything that's wrong on paper, and review it at least annually or after any incident.

1. Document control

Field	Details
Document title	SOP - Cold Storage Management
Document no.	[QA-SOP-002]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To maintain the safety of chilled and frozen stock through correct storage conditions, rotation and segregation.

3. Scope

Covers all chillers, freezers and chilled staging areas at [site name].

4. Responsibilities

Role	Responsibility
Store / warehouse staff	Put away, rotate and monitor stock per this SOP.
Supervisor	Reviews temperature logs; acts on deviations.
Maintenance	Repairs refrigeration faults promptly.

5. Materials and equipment

- Calibrated thermometer or continuous monitoring system
- Temperature log
- Date and lot labels
- Covering film / lids for open containers

6. Safety precautions

- Do not enter walk-in freezers alone if your site requires a buddy system - follow local rules.
- Mop up condensation and spills promptly; wet freezer floors are treacherous.
- Report damaged racking immediately.

7. Procedure

Follow the steps in order. Steps marked [CHECK] are the ones people skip under pressure - don't.

1. Put deliveries away promptly: chilled and frozen goods first, within [30 minutes] of receipt.
2. Store all food off the floor, covered, and labelled with product name, lot code and use-by/opened-on date.
3. Keep raw meat, poultry and fish below and away from ready-to-eat foods; never store raw above RTE. [CHECK]
4. Operate FIFO - or FEFO for dated goods. If you can't read the date, don't store it.
5. Check and record chiller ($\leq 5^{\circ}\text{C}$) and freezer ($\leq -18^{\circ}\text{C}$) temperatures at [frequency]; initial each entry. [CHECK]
6. Keep doors closed; minimize the time product spends in staging areas.
7. On any temperature deviation: move product to a working unit, note the time, and notify the supervisor - QA assesses exposure before anything is used.

8. Defrost and clean units on schedule; never use sharp metal tools that can puncture liners.

8. Records

- Temperature logs
- Deviation and corrective action records
- Cleaning/defrost records

9. Revision history

Version	Date	Change description	Changed by
1.0	[YYYY-MM-DD]	Initial issue	[Name]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

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