

SOP - Thermometer Calibration (Daily Checks)

Food Safety & Quality Template · Provided by GIFSQ

A thermometer that's two degrees out can pass unsafe food or fail safe food - either way you're in trouble. This SOP covers the quick daily accuracy checks; the full lab calibration schedule lives in the calibration PRP.

SOPs only work if people actually read them. Train each operator, get the read-and-understood signature, and keep the language as plain as the job allows - this isn't the place to show off vocabulary.

1. Document control

Field	Details
Document title	SOP - Thermometer Calibration (Daily Checks)
Document no.	[QA-SOP-013]
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 verify thermometer accuracy before use each day (or per shift).

3. Scope

Covers all probe thermometers used for food safety checks at [site name].

4. Responsibilities

Role	Responsibility
Users	Perform the daily check; quarantine failed units.
QA	Investigates failures; arranges recalibration or replacement.

5. Materials and equipment

- Crushed ice and water (ice-point check)
- Clean container
- Daily check log
- Spare calibrated thermometer

6. Safety precautions

- Dry the probe before use on hot foods to avoid steam burns.

7. Procedure

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

1. Make an ice slurry: fill a container with crushed ice, add just enough cold water to fill the gaps, stir.
2. Insert the probe into the centre of the slurry without touching the container; wait for the reading to stabilize.
3. Accept 0 °C +/- [1 °C, or your criterion]. Record the reading. [CHECK]
4. Alternative: boiling water check at 100 °C (adjust for altitude per your procedure).
5. If outside the limit: quarantine the thermometer, label it clearly, and notify QA - then assess any food checked with it since its last good check. [CHECK]
6. Use the spare calibrated thermometer in the meantime.
7. Never adjust a thermometer's calibration yourself unless trained and authorized.

8. Records

- Daily thermometer check log
- Out-of-tolerance investigations

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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