 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-WH-002-04	Effective Date:	01.01.2018
	Supersedes :	SOP-WH-002-03	Next Review Date:	31.12.2020
	Department:	Warehouse	Page:	1 of 2
TITLE: PROCEDURE FOR TEMPERATURE AND HUMIDITY MONITORING IN WAREHOUSE				

1.0 PURPOSE:

To lay down the procedure for Temperature and Humidity monitoring in warehouse.

2.0 SCOPE:

This procedure is applicable to monitoring Temperature and Humidity in warehouse at Discovery.

3.0 RESPONSIBILITY:

- 3.1 It is the responsibility of the Warehouse personnel to follow this procedure.
- 3.2 Head -Warehouse / Designee is responsible for implementing the procedure.

4.0 DEFINITIONS:


NIL

5.0 PROCEDURE :

5.1 Temperature and Humidity Monitoring:

- 5.1.1 Warehouse personnel shall be monitor Temperature and Humidity all working days between 10:00 to 12:00 hrs in warehouse area.
- 5.1.2 Ensure the calibration due date of hygrometer is valid.
- 5.1.3 Record the temperature and relative humidity of minimum and maximum values as displayed in hygrometer.
- 5.1.4 Press the maximum button to read maximum temperature, maximum humidity and press the minimum button to read the minimum temperature & minimum humidity; record the values in WH002/FM014.
- 5.1.5 After recording press the reset button to reset the instrument.
- 5.1.6 Quarterly record the minimum and maximum recordings of Temperature and Relative Humidity in the form (WH002-FM065).
- 5.1.7 If the hygrometer found variations then informed to Engineering and Maintenance department. After getting repaired, shall be carried out for monitoring Temperature and Relative humidity readings.

	Prepared by	Reviewed by	Approved by
Sign & Date			
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Department	Warehouse	Warehouse	Quality Assurance

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5.2 Calibration of Digital Thermo Hygro Meters:

5.2.1 Digital Thermo Hygro Meters shall be sent to external agency for Calibration.

5.2.2 Calibration Frequency: Once in a Year \pm 10 Days.

5.2.3 If hygrometer sent to external agency for calibration, standby hygrometer shall be used for monitoring of temperature and humidity and the same shall be recorded in remarks column of "Temperature and Humidity record".

6.0 FORMATS / ANNEXURE(S):

6.1 Temperature and Relative Humidity Monitoring : WH002-FM014

6.2 Temperature and Relative Humidity Quarterly review record : WH002-FM065

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01.08.2009	New SOP is introduced	---
01	01-01-2013	1.0 Based on the one year data SOP was revised with Min & Max. Temp & Humidity 2.0 (P) Changed into PVT.	---
02	01.01.2015	SOP revised with more clarity	---
03	01.01.2017	1.0 SOP format changed make in line with SOP-QA-001-04 2.0 Department code changed to warehouse i.e. WH.	WH-CRF-004/16
04	01.06.2017	SOP format changed make in line with SOP-QA-001-05	CCF/GEN/17034

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