

FNQH Pathology Temperature Monitoring SOP [INTERNAL] V1.1

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About This Document

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1. Temperature Monitoring Policy

This document is intended to document the Policy and Operating Procedures at FNQH Pathology for Temperature Monitoring and details the process steps and detailed instructions so that the relevant (authorised) team member can carry out the task correctly every time.

This purpose of this document is to ensure the proper functioning of temperature dependent equipment and environments, such as refrigerators, freezers, heating blocks, water baths, incubators, and test-dependent ambient temperature, the temperatures will be taken daily, recorded, and acted upon in the event of failure. In the laboratories that are not operational every day, minimum and maximum temperatures will be recorded using a device designated for monitoring temperature over a period of days.

2. Temperature Monitoring Procedure

1. The temperature of each refrigerator, freezer, any walk-in refrigerator/freezer, or ambient/room temperature that affects testing should be taken daily, recorded, and initialed on an appropriate temperature log. The temperatures of heating blocks, water baths, and incubators, or ovens (when temperature control is necessary for a procedure) should be taken and recorded on each day of use. Record temperature readings on appropriate form. Acceptable ranges must be defined for all temperature dependent equipment or environments, in accordance with the manufacturer instructions.

2. Minimum/maximum thermometers may be used in areas that do not provide testing each day.

Refrigerators, freezers, incubators; there must be evidence of corrective action taken if unacceptable temperatures are obtained on any piece of temperature dependent equipment.

- A. In areas where room temperature tests are performed or reagents are affected by temperature or humidity, the monitor must be recorded each day of testing. Record temperature or humidity of approved form. Document any corrective action.
 - B. Heating blocks or water baths: If unacceptable temperatures are obtained, do not use the equipment for testing,
3. Lab Administration is responsible for setting temperature limits for each device based on contents and regulatory standards.

Asset type	Temperature Range
Laboratory Refrigerator	2C – 8C
Laboratory Freezer	-30C - -10C
Laboratory Incubator	28C – 38C
Blood Bank Refrigerator	1C – 6C

4.