

FNQH Pathology Temperature Monitoring SOP [INTERNAL] V1.1

INTERNAL

Status: Live

Version: 1.0

Issue Date: 07.09.2022

Document ID: FNQH-SOP-030622

Disclaimer

About This Document

Document Control

Document ID:	FNQH-SOP-030622
Version Number:	1.0
Date of Version:	09/08/22
Created by:	Sarah Sharpe
Approved by:	
Confidentiality Level:	

Content

Information

Temperature Monitoring

Standard Operating Procedure

INTERNAL

Status: FINAL

Version: 1.01

Issue Date: 03.06.22

Document ID: FNQH-SOP-TM030622

This publication has been prepared and written by FNQH Pathology and is copyright. Other than for the purposes of and subject to the conditions prescribed under the Copyright Act, no part of it may in any form or by any means (electronic, mechanical, microcopying, photocopying, recording or otherwise) be reproduced, stored in a retrieval system or transmitted without prior written permission from the document controller. Product or company names are trademarks or registered trademarks of their respective holders.

Note for non-FNQH Pathology readers: The contents of this publication are subject to incident without notice. All efforts have been made to ensure the accuracy of this publication. Notwithstanding, FNQH Pathology does not assume responsibility for any errors nor for any consequences arising from any errors in this publication.

About This Document

Document Control

Document ID:	FNQH-SOP-030622
Version Number:	V1.0
Date of Version:	3 June 2022
Created by:	Sarah Sharpe
Approved by:	Fiona Makowski

Confidentiality Level: TBC

Document History

Date of Edit	Version	Edited by	Description of change
03/06/22	V0.1	Sarah Sharpe	Initial Draft
01/07/22	V0.2	Fiona Makowski	Review and edits
03/07/22	V0.3	Sarah Sharpe	Review and accepted edits
15/07/22	V1.0	Fiona Makowski	Review and Approved
09/08/2022	V1.1	Larissa McLeod	Minor edits

Contents

[About This Document](#)²

[Document Control](#)²

[Document History](#)²

[1. Temperature Monitoring Policy](#)⁴

[2. Temperature Monitoring Procedure](#)⁴

[3. Managing Records kept on the basis of this document](#)⁵

[4. Validity and Document Management](#)⁵

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.