

Pharmacy Refrigerator Temperature Log Book



(For medicines requiring storage between +2°C to +8°C)

Location

Refrigerator Serial No.

Refrigerator Room No./Name

Year

How to use the temperature logbook

1. This temperature logbook has been developed to standardise Pharmacy refrigerator temperature monitoring/recording documentation within NHS Tayside. This log book must be used to record and document all activity relating to the Pharmacy Refrigerator, e.g. expiry date checks, repairs/maintenance etc.
2. Each Pharmacy refrigerator must have its own temperature log book. The temperature log book must be kept close to the refrigerator to which it relates for ease of reference. Logbooks should be clearly identified as relating to a specific appliance e.g. refrigerator No.1 in room No.1 and the serial number of the refrigerator should be recorded also
3. It is recommended that the current, minimum, and maximum temperatures are recorded to one decimal place e.g. 4.8⁰C **twice daily** on all working days.
4. If the recorded temperatures are outwith the range of +2°C to +8°C, this should be noted on the temperature log sheet and the medicines must be quarantined and not used until further investigations are carried out (Do not destroy medicines at this stage). The details of the incident should be recorded via DATIX. Please contact your Pharmacy Technician or Pharmacist for advice immediately. All action taken to resolve the incident, or advice sought, should be detailed on the end of each month's log sheet. (Page entitled 'Record of Possible Temperature Deviation and Actions Taken').
5. The Senior Charge Nurse or their deputy is responsible for ensuring all staff dealing with the storage of medicines and daily temperature recording are competent in reading and resetting the type of maximum / minimum thermometer used in the practice/clinic/unit.

The Senior Charge Nurse or their deputy is responsible for carrying out the following checks at the end of each month;

- reviewing the temperature records to ensure temperatures are within range, identify trends and investigate problems before they occur
- confirm from the temperature records that there is evidence that the thermometer is being reset
- confirm that a review of expiry dates has been carried out

The Senior Charge Nurse or their deputy is also responsible for;

- ensuring that all staff involved with the storage of medicines have read and understood the relevant Standard Operating Procedures (SOPs), and Safe and Secure Storage of Medicines Guidance. Documented evidence is required for audit purposes. Please ensure staff complete the SOP record sheet at the end of the log book.
 - providing documented evidence to support this process (see Standard Operating Procedure Record Form at the end of the log book)
6. Expiry dates should be checked on a monthly basis. Expired or damaged stock must be documented. Contact your Pharmacy Technician or Pharmacist to discuss and arrangements for stock replenishment if required.
 7. There is a Maintenance Log sheet at the back of the temperature log book. Any repairs/maintenance of the appliance should be recorded in this section.
 8. The refrigerator should be cleaned with a damp cloth regularly (at least every 6 months) and this process should be documented. The log book prompts you to clean the refrigerator in March and September.
 9. For non-Labcold refrigerators and older refrigerators the recommended glycol thermometer is powered by an AAA battery which must be replaced every 6 months. The temperature log book prompts you to change the battery in March and September. The designated responsible person must sign the appropriate section when this has been completed.

See below the details required for ordering an appropriate thermometer for your Pharmacy refrigerator via PECOS.

Description: Traceable Memory Monitoring Refrigerator/Freezer Thermometer
 Order code: 14140
 Manufacturer: Control Company
 Price: Available from supplier upon request
 Supplier: Distinctive Medical Products,
 3 Seymour Court, Runcorn, Cheshire, WA7 1SY
 Tel: 0800 525076 Fax: 0800 590014

10. For Labcold Intellicold™ refrigerators the min/max and current temperature should be recorded from the refrigerator display/control panel (see manufacturer's instructions). 4 AA long life alkaline batteries will power the temperature controller in the event of a power failure thus ensuring any relevant alarm sound and data is logged. The temperature log book prompts you to change the batteries in March and September. The designated responsible person must sign the appropriate section when this has been completed.

In the event of a temperature excursion, your Pharmacy Technician or Pharmacist can advise how temperature data can be downloaded from the control panel using a micro SD card.

- 11.** Temperature log books must be archived for a period of **5 years** in a safe, secure location within your ward/department area.

Temperature Recording Log for the month of JANUARY 20__

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of JANUARY 20____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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RECORDINGS FOR MONTH REVIEWED: Date _____ Signature _____

EXPIRY DATES CHECKED BY _____ Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

JANUARY 20__

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of FEBRUARY 20__

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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Temperature Recording Log for the month of **FEBRUARY 20**_____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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EXPIRY DATES CHECKED BY _____ **Date:** _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

FEBRUARY 20__

Record of Possible Temperature Deviation and Actions Taken

FEBRUARY 20____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

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Temperature Recording Log for the month of MARCH 20____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of MARCH 20____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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RECORDINGS FOR MONTH REVIEWED: Date _____

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EXPIRY DATES CHECKED BY _____

Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

MARCH 20_____

IMPORTANT - ACTIONS TO BE COMPLETED

Action	Action completed by	Date
Replace batteries in independent min/max thermometer – 1 x AAA long life alkaline battery		
Replace batteries in Labcold Intellicold™ refrigerators – 4 x AA long life alkaline batteries		
Clean refrigerator – using warm soapy water		

RECORD OF POSSIBLE TEMPERATURE DEVIATION AND ACTIONS TAKEN

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of **APRIL 20**_____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of **APRIL 20**_____

The temperature must be maintained between **+2°C** and **+8°C**

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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RECORDINGS FOR MONTH REVIEWED: Date _____

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EXPIRY DATES CHECKED BY _____

Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

APRIL 20_____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of MAY 20____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of MAY 20____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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RECORDINGS FOR MONTH REVIEWED: Date _____

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LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

May 20__

Record of Possible Temperature Deviation and Actions Taken

Record of Possible Temperature Deviation and Actions Taken

[illegible][illegible]

Temperature Recording Log for the month of JUNE 20____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of JUNE 20____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

JUNE 20_____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of JULY 20____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of JULY 20____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

JULY 20_____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of **AUGUST 20**_____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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Temperature Recording Log for the month of **AUGUST 20**_____

The temperature must be maintained between **+2°C** and **+8°C**

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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EXPIRY DATES CHECKED BY _____

Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

AUGUST 20_____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

SEPTEMBER 20____

IMPORTANT - ACTIONS TO BE COMPLETED

Action	Action completed by	Date
Replace batteries in independent min/max thermometer – 1 x AAA long life alkaline battery		
Replace batteries in Labcold Intellicold™ refrigerators – 4 x AA long life alkaline batteries		
Clean refrigerator – using warm soapy water		

PHARMACY REFRIGERATOR SELF AUDIT TOOL

Section 1 People

There is evidence that:	Yes	No	Comment
There is a designated person in charge of monitoring the storage of medicines			
There is a named deputy for the designated person			

Section 2 Procedures/Training

There is a Pharmacy Storage and Handling Protocol in place that provides evidence that:	Yes	No	Comment
All staff have access to Safe & Secure Handling of Medicines Guidance			
All staff involved with the storage of medicines have been trained appropriately in maintenance and monitoring of the cold chain			
There are Standard Operating Procedures for:			
• ordering medicines			
• receipt of medicines			
• rotation of stock and checking expiry dates			
• daily temperature monitoring/recording			
• review of temperature records on a monthly basis			
• transportation of medicines whilst maintaining the cold chain			
• action, documentation and reporting of incidents following recording of temperatures out with recommended range			
There are contingency plans in place in the event of equipment/power failure			
There is evidence that all staff involved with the storage of medicines have read and understand the procedures			See back of log book
Procedures are reviewed at least every two years			

Section 3a Equipment – The Pharmacy refrigerator

There is evidence that the pharmaceutical refrigerator used to store medicines:	Yes	No	Comment
Is locked when not in use and the key is removed or within a room that is locked when not occupied			
Is only used for storage medicines			
Is filled to no more than two thirds of the internal volume			
Has a fan that is unobstructed			
Has no medicines stored in enclosed plastic trays throughout or at the bottom of the of the refrigerator			
Has medicines organised in a way that allows quick access and minimises the time that the refrigerator door is open			
Is directly wired (spurred) or all plugs are clearly marked 'refrigerator: do not switch off or are physically covered			
Is situated away from heat sources and direct sunlight			
The batteries in Labcold Intellicold refrigerators are changed every 6 months			
Has adequate ventilation space around the refrigerator			
Is cleaned regularly			Check temperature log book for evidence

Section 3b Equipment – The refrigerator thermometer

There is evidence that:	Yes	No	Comment
The thermometer is integrated into the refrigerator with a digital temperature display to one decimal place			
The thermometer is capable of recording the current, maximum and minimum temperatures			
A digital thermometer capable of recording temperatures to one decimal place is being used and continues to record data during power /mechanical failure of the refrigerator			
In case of independent Max/Min digital thermometer the probe is placed in middle of the refrigerator and is unobstructed			
Other devices are used to record temperatures during power/mechanical failure of the refrigerator			SD Card <input type="checkbox"/> Data Logger <input type="checkbox"/>
The batteries in all external/independent thermometers are changed every 6 months			Check temperature log book for evidence
An accuracy check is performed on the thermometer or temperature monitoring device(s) at least on an annual basis			

Section 3c Other equipment

There is evidence that:	Yes	No	Comment
A separate record is used for each refrigerator			

Temperature Recording Log for the month of **SEPTEMBER 20**_____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of **SEPTEMBER 20** _____

The temperature must be maintained between **+2°C** and **+8°C**

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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RECORDINGS FOR MONTH REVIEWED: Date _____ Signature _____

EXPIRY DATES CHECKED BY _____ **Date:** _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

SEPTEMBER 20____

RECORD OF POSSIBLE TEMPERATURE DEVIATION AND ACTIONS TAKEN

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of OCTOBER 20____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
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Temperature Recording Log for the month of **OCTOBER 20**_____

The temperature must be maintained between **+2°C** and **+8°C**

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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RECORDINGS FOR MONTH REVIEWED: Date _____

Signature _____

EXPIRY DATES CHECKED BY _____

Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

October 20_____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of **NOVEMBER 20**_____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of **NOVEMBER 20**_____

The temperature must be maintained between **+2°C** and **+8°C**

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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RECORDINGS FOR MONTH REVIEWED: Date _____

Signature _____

EXPIRY DATES CHECKED BY _____

Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

November 20____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Temperature Recording Log for the month of **DECEMBER 20**_____

The temperature must be maintained between **+2°C and +8°C**

If temperature out with 2 to 8 range please refer to:

Standard Operating Procedure for temperature recording and report immediately to your Supervisor or seek advice from your Pharmacy Technician or Pharmacist

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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Temperature Recording Log for the month of **DECEMBER 20**_____

The temperature must be maintained between +2°C and +8°C

Date	Time	Current temperature (+2°C to +8°C)	Minimum temperature (+2°C to +8°C)	Maximum temperature (+2°C to +8°C)	Note factors which may affect refrigerator performance	Max/min. thermometer reset and checked (initial)	Signature
		e.g. 5.0°C	e.g. 3.1°C	e.g. 7.2°C	e.g. Tidying stock	e.g. AN	e.g. A Nurse
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RECORDINGS FOR MONTH REVIEWED: Date _____

Signature_____

EXPIRY DATES CHECKED BY _____

Date: _____

LABCOLD SD CARD DOWNLOAD COMPLETED & RESET DATE / TIME COMPLETED BY _____

REPRINT NEW TEMPERATURE LOG BOOK NOW

DECEMBER 20_____

Record of Possible Temperature Deviation and Actions Taken

Date	Time and Reason for Possible Deviation and Action Taken	Signature

[illegible]

Standard Operating Procedure Record Form

I confirm that I have read and understood the following
Pharmacy Storage & Handling Standard Operating Procedures

***Procedures MUST be reviewed every 2 years**

• ordering Pharmacies	• review of temperature records on a monthly basis
• receipt of Pharmacies	• transportation of Pharmacies whilst maintaining the cold chain
• rotation of Pharmacy stock and checking expiry dates	• action, documentation and reporting of incidents following recording of temperatures out with recommended range
• daily temperature monitoring/recording	HPS Pharmacy Storage & Handling Guidance HPS Pharmacy Incident Guidance NHS Tayside Immunisation Policy

Print Name	Signature	Date

Maintenance Log

Date:	Maintenance Company: Reference No. (if applicable):
Brief Description of maintenance carried out:	
Comments:	
Signed (Practice staff):	Signed (contractor):

Date:	Maintenance Company: Reference No. (if applicable):
Brief Description of maintenance carried out:	
Comments:	
Signed (Practice staff):	Signed (contractor):

Date:	Maintenance Company: Reference No. (if applicable):
Brief Description of maintenance carried out:	
Comments:	
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Brief Description of maintenance carried out:	
Comments:	
Signed (Practice staff):	Signed (contractor):