Standard operating procedure (SOP)

One procedure per document. Use short sentences in active voice, one action per step, so your team can follow it in the middle of a shift.

DOCUMENT TITLE

DOCUMENT ID `SOP-XXX-001`

VERSION `1.0`

EFFECTIVE DATE

OWNER

1. Purpose

One or two sentences: why this procedure exists and what it achieves.

2. Scope

Where and when it applies; which roles, sites, or products.

3. Definitions

Any terms or abbreviations used in the procedure.

4. Responsibilities

Performer Who does the steps.

Reviewer/Approver Who checks or approves.

5. Prerequisites

Training Required training.

Equipment/Materials List.

Other Conditions that must be met.

6. Procedure

STEP	ACTION	NOTES / WARNINGS
1		
2		
3		
4		
5		
6		
7		
8		

7. Deviations and corrective action

What to do if a step cannot be followed or something goes wrong. Who to notify.

8. References

Policies, regulations, or other SOPs.

9. Revision history

VERSION	DATE	AUTHOR	SUMMARY OF CHANGES

Daily fridge and freezer temperature checks

Below is the same template, filled in. Copy the structure first, then adjust the content to match your process and requirements.

DOCUMENT ID SOP-OPS-012 · VERSION 1.2 · EFFECTIVE DATE 2026-01-15 · OWNER Site Manager

1. Purpose

Ensure fridge and freezer temperatures are checked and logged daily so food is stored safely and deviations are caught early.

2. Scope

Applies to all refrigeration and freezer units at the site. Completed at opening every day, and repeated after maintenance, power outages, or when a unit is suspected to be faulty.

3. Definitions

- **Limit (fridge):** 0 to +4°C
- **Limit (freezer):** -18°C or colder
- **Deviation:** A measured value outside the defined limits

4. Responsibilities

- **Performer:** Shift Lead (or assigned opener)
- **Reviewer/Approver:** Site Manager (weekly review of logs and follow-up on deviations)

5. Prerequisites

- Training: Basic food hygiene and deviation handling
- Equipment/Materials: Access to unit displays, calibrated probe thermometer when needed, temperature log (digital or paper)
- Other: Keep unit doors closed for 10 minutes before checking if there has been heavy traffic

6. Procedure

STEP	ACTION	NOTES / WARNINGS
1	Confirm units are running and doors seal properly.	If a door gasket is damaged, treat as a risk and report immediately.
2	Read and record the displayed temperature for each unit.	Note any alarms, unusual noise, or visible icing.
3	If a display is missing or seems unreliable, measure using a probe in a representative product.	Measuring product is more stable than measuring air.
4	Log date, time, unit ID, temperature, and initials.	Use the same naming for each unit every day.
5	If a deviation is found, follow the actions in section 7 before continuing normal operations.	A deviation must be handled, not just noted.

7. Deviations and corrective action

If the fridge is above +4°C or the freezer is warmer than -18°C:

- Check if a door was left open or stock was just loaded. Wait 10 minutes and re-check.
- Move sensitive items to a working unit if the temperature does not return to normal.
- Label potentially affected items and notify the Site Manager for a decision on disposal.
- Create a maintenance/service ticket and record what was done in the log.
- For significant deviations or suspected food safety risk, stop using affected items and follow your food safety procedure.

8. References

- HACCP plan template and implementation guide
- Internal controls (ICP): a practical guide
- Internal routine for deviation handling and maintenance reporting

9. Revision history

VERSION	DATE	AUTHOR	SUMMARY OF CHANGES
1.2	2026-01-15	Todolo Team	Clarified limits and added power outage checks.

The full guide: todolo.io/en/blog/effective-sops-2026 · Want this in the app? Book a demo