TEMPERATUREWISE FREE PRINTABLE

Cold room temperature records: audit checklist

RENERGY

What SQF, BRCGS and FDA's preventive controls rule each ask of the temperature records for your cold rooms, freezers and chillers, side by side.

Site _____ Audit or inspection date _____

Standard or rule _____ Checked by _____

Requirement	SQF Food Manufacturing Code, Edition 9	BRCGS Food Safety, Issue 9	FDA 21 CFR Part 117, preventive controls
Who it applies to	Sites certified to SQF, usually because a buyer asks	Sites certified to BRCGS, usually because a buyer asks	Facilities that must register with FDA. Not restaurants or retail stores
How you monitor	Monitoring equipment at the **warmest part** of each room, with a display that is easy to read 11.6.2.3	Recording equipment **with alarms** on every store, or recorded manual checks **typically at least every 4 hours** 4.15.3	Monitoring with **adequate frequency** to show the control is consistently performed 117.145
Written procedure	How you monitor, how often, and what you do when a reading is out of specification 11.6.2.3	Checks often enough to act before product passes its limits 4.15.3	Written monitoring procedures, including how often 117.145
When a reading is out	The corrective action your procedure sets out 11.6.2.3	Act before product passes its limits 4.15.3	Correct it, prevent a repeat, evaluate the food, keep unsafe food out of commerce, and **document it** 117.150
Review	The reviewer **signs and dates** each record reviewed SQFI guidance	Any change to a record authorised, with the reason recorded 3.3.1	Monitoring and corrective action records reviewed **within 7 working days** 117.165
Calibration	Documented methods and responsibility for calibrating monitoring equipment 11.2.3	A device list with location, ID and due date; risk-based checks; a **traceable** reference 6.4	Calibrate the instruments, or check them for accuracy 117.165
Temperature spread	Monitor the warmest part, so find it first 11.6.2.3	**Validate** the temperature distribution in freezers and cold stores 6.1.5	No separate rule
What a record holds	Signed by whoever checked, made at the time, legible SQFI guidance	Legible, in good condition, retrievable 3.3.1	**Actual values**, made at the time, date and time, initials or signature 117.305
Electronic records	Allowed, with security and electronic signatures for whoever checks and reviews	Allowed, stored securely and **backed up** 3.3.1	Allowed, and exempt from Part 11 117.305(g)
Keep them for	The product's commercial shelf life; short shelf life: past the next recertification audit	**Shelf life plus 12 months**, at least 3.3.2	**2 years**, at least 117.315

SQF clause numbers are Edition 9's, as practitioners quote the Code; Edition 10 audits are expected from 2 January 2027. BRCGS Issue 10 has not been released. A site can face more than one of these at once: meet the strictest line in each row.

Before the audit

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Equipment

- [ ] Every cold room, freezer and chiller has a monitor at its warmest point, found by a mapping study — SQF, BRCGS
- [ ] Each room has a display staff can read without the app or a computer — SQF
- [ ] Every store has recording equipment with alarms, or manual checks at least every 4 hours, nights and weekends included — BRCGS
- [ ] Every monitoring device is on a list with its location, ID and calibration due date — BRCGS
- [ ] Calibration certificates trace to a national or international standard — BRCGS

Procedure and people

- [ ] The written procedure says who checks, how often, the limits, and what to do when a reading is out — All three
- [ ] The people who take readings can say what they do when one is out, and how they correct a mistake — SQF

Records

- [ ] Readings show actual values, the date and time, and initials or a signature — FDA, SQF
- [ ] Every reading out of range has a corrective action beside it, including what happened to the product — All three
- [ ] Records are reviewed, and the review is signed, within 7 working days — FDA, SQF
- [ ] A retention list says how long each kind of record is kept — SQF
- [ ] Records kept off site can be brought on site within 24 hours — FDA
- [ ] Electronic records are access-controlled and backed up, and changes carry a reason — BRCGS

A test worth running

- [ ] Pull three excursions from the last 12 months. Each has its corrective action and a signed review

Your rooms

Room	Warmest point and date of mapping	Device ID	Calibration due	Alarm limits	Who is alerted

Records nobody has to fill in

TemperatureWise reads every cold room every 15 minutes, nights and weekends included, keeps every reading, and calls until someone answers when one goes wrong. The corrective action is kept beside the readings, ready for the review.