



Cold Chain Compliance Checklist for Supply Chain

Temperature Monitoring & Recording

Ensuring continuous and accurate temperature tracking throughout the cold chain.

Minimum Acceptable Temperature (°C)

Maximum Acceptable Temperature (°C)

Start Time of Monitoring Period

End Time of Monitoring Period

Date of Monitoring

Temperature at Start of Monitoring (°C)

Enter a number...


Temperature at End of Monitoring (°C)

Enter a number...

Notes/Observations during Monitoring

Write something...

Upload Temperature Log File (CSV/PDF)

 Upload File

Packaging & Insulation

Verification of appropriate packaging and insulation materials for product protection.

Insulation R-Value

Enter a number...

Packaging Material Type

- ☐ Expanded Polystyrene (EPS)
- ☐ Polyurethane (PUR)
- ☐ Vacuum Insulated Panel (VIP)
- ☐ Other

Ice Pack Quantity

Enter a number...

Packaging Leak-Proofing

☐ Yes

☐ No

☐ N/A

Packaging Condition Upon Receipt

Write something...

Packaging Photos (Optional)

 Upload File

Refrigeration Unit Maintenance

Checking the functionality and regular maintenance of refrigeration units and equipment.

Last Maintenance Date

Enter date...

Refrigerant Level (R%)

Enter a number...

Ambient Temperature (°C)

Enter a number...

Unit Operating Temperature (°C)

Enter a number...

Compressor Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Maintenance Notes

Write something...

Maintenance Report

 Upload File

Transportation Validation

Confirming temperature stability during transport and adherence to transportation protocols.

Starting Temperature (°C/°F)

Enter a number...

Ending Temperature (°C/°F)

Enter a number...

Maximum Temperature Excursion (°C/°F)

Enter a number...

Minimum Temperature Excursion (°C/°F)

Enter a number...

Departure Date

Enter date...

Departure Time

Arrival Date


Enter date...

Arrival Time

Temperature Units

- ☐ Celsius (°C)
- ☐ Fahrenheit (°F)

Temperature Logger Data File

 Upload File

Facility Temperature Control

Validating temperature ranges and control systems within storage facilities.

Minimum Acceptable Temperature (°C)

Enter a number...

Maximum Acceptable Temperature (°C)

Enter a number...

Temperature Fluctuations (Max. Deviation)

Enter a number...

Last Calibration Date - Temperature Sensors

Enter date...

Time of Temperature Reading (Record)

Temperature Unit

☐ Celsius (°C)

☐ Fahrenheit (°F)

Notes on Temperature Readings/Observations

Write something...

Documentation and Record Keeping

Maintaining complete and accurate records of temperature logs, validations, and corrective actions.

Date of Record Creation

Enter date...

Time of Record Creation

Brief Description of Shipment/Activity

Write something...


Temperature Reading (°C/°F)

Enter a number...

Units of Measurement

- ☐ Celsius (°C)
- ☐ Fahrenheit (°F)

Supporting Documents (e.g., packing slips, calibration certificates)

 Upload File

Signature of Record Creator

Training and Personnel

Ensuring personnel involved in the cold chain are adequately trained on procedures and best practices.

Number of Personnel Trained

Enter a number...

Last Training Date

Enter date...

Training Program Used

- ☐ Internal Program
- ☐ External Vendor Program
- ☐ Combination

Training Topics Covered (Select all that apply)

- ☐ Temperature Monitoring
- ☐ Packaging Procedures
- ☐ Emergency Response
- ☐ Documentation Requirements

Training Records Notes

Write something...

Training Supervisor Signature

Product Handling and Storage

Verifying proper product handling and storage practices to maintain cold chain integrity.

Ambient Temperature During Handling (Celsius)

Enter a number...

Product Temperature Upon Receipt (Celsius)

Enter a number...

Product Orientation (for stability)

- ☐ Upright
- ☐ Horizontal
- ☐ Specific Orientation Required

Handling Equipment Used (Select all that apply)

- ☐ Pallet Jack
- ☐ Forklift
- ☐ Manual Handling
- ☐ Specialized Equipment

Date of Handling

Time of Handling

Emergency Procedures

Reviewing and testing emergency procedures for temperature excursions or equipment failures.

Temperature Excursion Duration (minutes)

Severity Level (Based on deviation)

- ☐ Minor
- ☐ Moderate
- ☐ Major

Description of the Incident

Write something...

Date of Incident

Enter date...

Time of Incident

Affected Products

- ☐ Product A
- ☐ Product B
- ☐ Product C

Corrective Actions Taken

Write something...

Signature of Responder

Regulatory Compliance

Confirming adherence to relevant regulations and standards (e.g., FDA, GDP).

Applicable Regulations (Select all that apply)

- ☐ FDA Guidelines
- ☐ GDP (Good Distribution Practice)
- ☐ Hazard Analysis and Critical Control Points (HACCP)
- ☐ ISO 22000
- ☐ Other (Specify in LONG_TEXT)

If 'Other' selected, please specify relevant regulations:

Write something...


Last Regulatory Audit Date

Enter date...

Audit Score (if applicable)

Enter a number...

Upload Regulatory Audit Report (if available)

 Upload File

Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ In Progress