

FREE MANUFACTURING STORAGE TEMPLATE

Temperature-Controlled Storage Checklist

Use this 60-point checklist to verify approved ranges, room condition, calibrated monitoring, mapping, alarms, material exposure, excursions, refrigeration maintenance, contingency readiness, records, and corrective action.

Facility / room

Review date

Approved range

Reviewer / owner

Internal manufacturing template. Apply current material specifications, approved storage ranges, mapped conditions, calibration controls, equipment instructions, quality procedures, and any applicable sector-specific regulatory requirements as controlling references.

1. Storage scope, material requirements, approved ranges, and ownership

1

Confirm each material or product stored in the controlled area has an approved storage temperature range or condition defined by specification, label, supplier instruction, customer requirement, or internal procedure.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Start with the material specification. A temperature-controlled room is only compliant when each stored material has a defined approved range and...

2

Verify humidity, light, freezing protection, maximum exposure time, or other environmental limits are identified where they affect material quality or stability.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Start with the material specification. A temperature-controlled room is only compliant when each stored material has a defined approved range and...

3

Confirm the storage area, cold room, freezer, refrigerated zone, controlled ambient room, cabinet, or chamber is approved for the material types assigned to it.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Start with the material specification. A temperature-controlled room is only compliant when each stored material has a defined approved range and...

4

Verify ownership is defined for temperature monitoring, alarm response, excursion assessment, equipment maintenance, stock status, and release decisions.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Start with the material specification. A temperature-controlled room is only compliant when each stored material has a defined approved range and...

5

Confirm restricted, quarantine, rejected, returned, expired, and released materials remain controlled by status within the temperature-controlled area.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Start with the material specification. A temperature-controlled room is only compliant when each stored material has a defined approved range and...

6

Record facility, room or unit ID, storage category, approved operating range, audit date, reviewer, and responsible owner.

TEMP CTRL

FINAL STATUS | Enter

WAREHOUSE OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: Start with the material specification. A temperature-controlled room is only compliant when each stored material has a defined approved range and...

2. Room condition, doors, seals, insulation, drainage, cleanliness, and storage readiness

7

Inspect doors, door closers, gaskets, curtains, seals, panels, insulation, ceilings, floors, penetrations, and access openings for visible damage or gaps.

CRITICAL

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the physical enclosure as a temperature-control system. Damaged doors, seals, insulation, drains, or repeated condensation can undermine...

8

Confirm doors close fully and are not routinely propped open or obstructed in a way that compromises temperature control.

CRITICAL

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the physical enclosure as a temperature-control system. Damaged doors, seals, insulation, drains, or repeated condensation can undermine...

9

Check for excessive condensation, frost, ice buildup, standing water, leaks, mold, corrosion, damaged insulation, or other signs of environmental-control failure.

CRITICAL

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the physical enclosure as a temperature-control system. Damaged doors, seals, insulation, drains, or repeated condensation can undermine...

10

Verify drains, condensate lines, evaporator areas, and floor surfaces are clean, functional, and free from conditions that could contaminate or damage stored material.

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the physical enclosure as a temperature-control system. Damaged doors, seals, insulation, drains, or repeated condensation can undermine...

11

Confirm housekeeping, pest control, waste control, and cleaning practices protect stored material and do not interfere with sensors, airflow, or refrigeration equipment.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Inspect the physical enclosure as a temperature-control system. Damaged doors, seals, insulation, drains, or repeated condensation can undermine...

12

Verify the storage unit is not overloaded beyond its approved capacity or used for incompatible material that could compromise airflow, safety, or product integrity.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Inspect the physical enclosure as a temperature-control system. Damaged doors, seals, insulation, drains, or repeated condensation can undermine...

3. Temperature setpoints, operating range, humidity, and environmental control parameters

13

Confirm controller setpoints and alarm limits support the approved storage range for the materials in the area.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare controller settings with the approved material range. Do not assume the displayed setpoint is the same as the actual acceptable storage...

14

Verify current displayed temperature is within the approved operating range at the time of inspection.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Compare controller settings with the approved material range. Do not assume the displayed setpoint is the same as the actual acceptable storage...

15

Check humidity or other environmental parameters are within required limits where specified for material or product protection.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Compare controller settings with the approved material range. Do not assume the displayed setpoint is the same as the actual acceptable storage...

16

Confirm multiple temperature zones, cabinets, freezers, refrigerators, or rooms have clearly identified ranges and materials are stored in the correct zone.

CRITICAL

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare controller settings with the approved material range. Do not assume the displayed setpoint is the same as the actual acceptable storage...

17

Verify seasonal settings, defrost cycles, night modes, energy-saving settings, or automated controls do not permit conditions outside the approved material requirements.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare controller settings with the approved material range. Do not assume the displayed setpoint is the same as the actual acceptable storage...

18

Review any recurring deviation between controller setpoint, independent monitoring device, and actual mapped storage temperature for investigation and correction.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare controller settings with the approved material range. Do not assume the displayed setpoint is the same as the actual acceptable storage...

4. Sensors, data loggers, thermometers, calibration, and measurement traceability

19

Confirm all controlled temperature sensors, thermometers, probes, data loggers, and monitoring devices are uniquely identified and included in the measurement-control system.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature data is only useful when the monitoring device is suitable and trustworthy. Check device identity, calibration status, range, resolution,...

20

Verify monitoring devices are within current calibration or verification status according to the approved interval and procedure.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature data is only useful when the monitoring device is suitable and trustworthy. Check device identity, calibration status, range, resolution,...

21

Confirm calibration or verification records are traceable to appropriate measurement standards where required by the organization's metrology program.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature data is only useful when the monitoring device is suitable and trustworthy. Check device identity, calibration status, range, resolution,...

22

Check the measurement range, accuracy, resolution, response time, and environmental suitability of each device are appropriate for the storage condition being monitored.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature data is only useful when the monitoring device is suitable and trustworthy. Check device identity, calibration status, range, resolution,...

23

Verify damaged, missing, out-of-calibration, suspect, or failed monitoring devices are controlled and the potential impact on stored material is assessed.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature data is only useful when the monitoring device is suitable and trustworthy. Check device identity, calibration status, range, resolution,...

24

Confirm replacement sensors, repaired devices, battery changes, firmware changes, or configuration changes are verified before being relied on for release decisions.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature data is only useful when the monitoring device is suitable and trustworthy. Check device identity, calibration status, range, resolution,...

5. Sensor placement, temperature mapping, airflow, loading pattern, and hot or cold spots

25

Confirm sensor locations are based on approved room qualification, temperature mapping, risk assessment, manufacturer guidance, or other documented rationale.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: One sensor cannot prove uniform conditions in every storage area. Use approved mapping or qualification evidence to position monitoring points...

26

Verify monitoring points cover identified hot spots, cold spots, high-risk locations, door areas, return-air zones, or other representative positions where applicable.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: One sensor cannot prove uniform conditions in every storage area. Use approved mapping or qualification evidence to position monitoring points...

27

Check stored pallets, racks, cartons, drums, totes, or containers do not block evaporators, fans, supply vents, return vents, or required airflow paths.

CRITICAL

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: One sensor cannot prove uniform conditions in every storage area. Use approved mapping or qualification evidence to position monitoring points...

28

Confirm defined wall, ceiling, floor, evaporator, and product-clearance rules are maintained where they are required for stable airflow and temperature control.

CRITICAL

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: One sensor cannot prove uniform conditions in every storage area. Use approved mapping or qualification evidence to position monitoring points...

29

Verify changes to racking, room layout, storage density, equipment, airflow, door use, or refrigeration configuration trigger review of mapping or sensor placement where appropriate.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: One sensor cannot prove uniform conditions in every storage area. Use approved mapping or qualification evidence to position monitoring points...

30

Review mapping or qualification findings, seasonal studies, recovery tests, and unresolved hot or cold spots for current corrective action.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: One sensor cannot prove uniform conditions in every storage area. Use approved mapping or qualification evidence to position monitoring points...

6. Continuous monitoring, alarms, notifications, data capture, and review

31

Confirm temperature is monitored at the frequency required by the approved storage procedure, including continuous monitoring where the material or risk requires it.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: An alarm is useful only if someone receives it, understands it, and acts quickly. Test the complete chain from sensor to notification to documented...

32

Verify high and low alarm limits are configured to support timely intervention before unacceptable material exposure occurs.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: An alarm is useful only if someone receives it, understands it, and acts quickly. Test the complete chain from sensor to notification to documented...

33

Confirm alarm notifications reach designated responsible personnel during operating hours, nights, weekends, holidays, or unattended periods as required.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: An alarm is useful only if someone receives it, understands it, and acts quickly. Test the complete chain from sensor to notification to documented...

34

Test or review recent evidence that alarm generation, communication, acknowledgement, escalation, and closure functions work as intended.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: An alarm is useful only if someone receives it, understands it, and acts quickly. Test the complete chain from sensor to notification to documented...

35

Verify temperature records, trend graphs, alarms, acknowledgements, and system events are retained, attributable, protected from unauthorized alteration, and retrievable.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: An alarm is useful only if someone receives it, understands it, and acts quickly. Test the complete chain from sensor to notification to documented...

36

Check missing data, communication gaps, sensor offline periods, flat-line readings, unusual spikes, or unexplained data interruptions are investigated rather than ignored.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: An alarm is useful only if someone receives it, understands it, and acts quickly. Test the complete chain from sensor to notification to documented...

7. Receiving, staging, transfer, door-open time, and temperature exposure control

37

Confirm temperature-sensitive material is identified before arrival or receipt so it can be prioritized for appropriate staging, inspection, and storage.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature control can be lost during receiving and movement even when the storage room itself is compliant. Follow one shipment from arrival to...

38

Verify shipment temperature indicators, data loggers, transport records, or other condition evidence are reviewed where required by the receiving procedure.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature control can be lost during receiving and movement even when the storage room itself is compliant. Follow one shipment from arrival to...

39

Check receiving docks, staging zones, sampling areas, inspection areas, and transfer routes do not expose temperature-sensitive material beyond approved limits or maximum exposure time.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature control can be lost during receiving and movement even when the storage room itself is compliant. Follow one shipment from arrival to...

40

Confirm door-open time, pallet staging, replenishment, picking, and repeated access are controlled to minimize unnecessary temperature disturbance.

TEMP CTRL

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Temperature control can be lost during receiving and movement even when the storage room itself is compliant. Follow one shipment from arrival to...

41

Verify material transferred between controlled locations remains traceable and any temporary exposure is documented where required.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature control can be lost during receiving and movement even when the storage room itself is compliant. Follow one shipment from arrival to...

42

If transport or transfer conditions are outside approved limits, place affected material under controlled hold pending documented assessment and disposition.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature control can be lost during receiving and movement even when the storage room itself is compliant. Follow one shipment from arrival to...

8. Temperature excursions, material hold, impact assessment, deviation, and release

43

Confirm every temperature or humidity excursion outside the approved limit is documented with start time, end time, minimum or maximum value, affected area, and detection source.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Do not release material simply because the room returned to range. Evaluate the actual exposure: temperature, duration, affected location, material...

44

Verify potentially affected material is identified by material, lot, quantity, location, status, and exposure period and is placed under appropriate hold where required.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Do not release material simply because the room returned to range. Evaluate the actual exposure: temperature, duration, affected location, material...

45

Confirm excursion assessment considers actual temperature, duration, material specification, product stability or technical data, location, packaging, and any repeated exposure history.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Do not release material simply because the room returned to range. Evaluate the actual exposure: temperature, duration, affected location, material...

46

Verify material release, rejection, reconditioning, retest, return, or other disposition after an excursion is authorized by the required quality or technical function.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Do not release material simply because the room returned to range. Evaluate the actual exposure: temperature, duration, affected location, material...

47

Check root-cause investigation addresses equipment failure, door activity, loading, airflow, power loss, sensor issues, maintenance, alarm response, procedure, or human factors as applicable.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Do not release material simply because the room returned to range. Evaluate the actual exposure: temperature, duration, affected location, material...

48

Confirm corrective and preventive actions are implemented and effectiveness is verified before the deviation is closed.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Do not release material simply because the room returned to range. Evaluate the actual exposure: temperature, duration, affected location, material...

9. Refrigeration equipment, preventive maintenance, defrost, backup power, and contingency readiness

49

Confirm refrigeration, cooling, heating, HVAC, control panels, evaporators, condensers, fans, compressors, and associated equipment are included in preventive-maintenance plans.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Temperature-controlled storage depends on reliable equipment and a workable contingency plan. Verify both normal maintenance and what...

50

Verify maintenance, cleaning, defrost, filter, refrigerant, electrical, fan, drain, and control-system work is completed at the required frequency and open defects are tracked.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature-controlled storage depends on reliable equipment and a workable contingency plan. Verify both normal maintenance and what...

51

Check critical spares, service support, emergency contacts, and escalation instructions are available for failures that could threaten stored material.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature-controlled storage depends on reliable equipment and a workable contingency plan. Verify both normal maintenance and what...

52

Confirm backup power, generator, alternate cold room, refrigerated vehicle, transfer plan, thermal packaging, or other contingency arrangements are defined where required by material risk.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature-controlled storage depends on reliable equipment and a workable contingency plan. Verify both normal maintenance and what...

53

Verify contingency procedures define who decides when to transfer material, how exposure is tracked, how status is controlled, and how the alternate location is verified.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature-controlled storage depends on reliable equipment and a workable contingency plan. Verify both normal maintenance and what...

54

Review recent equipment failures, power interruptions, defrost problems, refrigerant issues, door failures, alarm failures, and emergency transfers for recurring risk.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Temperature-controlled storage depends on reliable equipment and a workable contingency plan. Verify both normal maintenance and what...

10. Records, trend review, inventory status, CAPA, effectiveness, and management sign-off

55

Confirm storage records link room or unit ID, material or product, lot, location, temperature data, monitoring device, alarm events, excursion records, and status where required.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Use temperature data as operational evidence, not just an archive. Trend excursions, alarm frequency, recovery time, door events, sensor failures,...

56

Review temperature and humidity trends for drift, repeated near-limit operation, recovery delays, recurring hot or cold spots, and seasonal performance changes.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Use temperature data as operational evidence, not just an archive. Trend excursions, alarm frequency, recovery time, door events, sensor failures,...

57

Verify inventory systems prevent expired, rejected, quarantined, excursion-held, or otherwise restricted material from normal allocation or issue.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Use temperature data as operational evidence, not just an archive. Trend excursions, alarm frequency, recovery time, door events, sensor failures,...

58

Assign every open storage finding to a named owner with risk level, due date, interim control, required evidence, and escalation route.

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Use temperature data as operational evidence, not just an archive. Trend excursions, alarm frequency, recovery time, door events, sensor failures,...

59

Verify effectiveness of corrective actions through repeat trend review, alarm tests, mapping, maintenance evidence, inspection, or other objective verification.

CRITICAL

TEMP CTRL

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Use temperature data as operational evidence, not just an archive. Trend excursions, alarm frequency, recovery time, door events, sensor failures,...

60

Record final checklist status, unresolved critical temperature risks, affected material, follow-up actions, next review date, reviewer, warehouse owner, quality reviewer, date, and management approval.

CRITICAL

TEMP CTRL

FINAL STATUS | Enter

WAREHOUSE OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: Use temperature data as operational evidence, not just an archive. Trend excursions, alarm frequency, recovery time, door events, sensor failures,...