

TEMPERATURE MONITORING AND CORRECTIVE ACTION TEMPLATE

Temperature Log Checklist

Record scheduled temperatures across receiving, storage, preparation, display, and service, then document deviations, containment, corrective actions, and approval.

STORE / LOCATION

LOG DATE

COMPLETED BY

REVIEWED BY

1. Checklist setup, ownership, limits, and devices

1

Confirm the location, date, shift, operating status, person completing the log, reviewer, and escalation contact.

NAME | | Enter

TIME | | _: _

SIGNATURE | | Sign

Execution tip: Create a fresh record for each shift or defined logging period so ownership is clear.

CRITICAL

METADATA + SIGN-OFF

2

Define the products, rooms, cabinets, freezers, hot-holding units, receiving points, and preparation processes included in the log.

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Use the same asset and zone names shown on equipment labels and operating procedures.

SCOPE CHECKLIST

3

Verify approved operating limits, warning limits, critical limits, and required corrective actions are current and accessible.

Current

Incomplete

Missing / failed

Attach record

Execution tip: Do not rely on memory. Record the approved range beside each logged asset or product category.

CRITICAL

LIMIT MATRIX VERIFICATION

4

Confirm the required logging frequency, scheduled times, missed-reading escalation, and reviewer deadline for every zone.

Current

Incomplete

Missing / failed

Attach record

Execution tip: Set fixed due times instead of asking teams to record readings whenever convenient.

CRITICAL

SCHEDULE VERIFICATION

5

Check assigned thermometers, probes, infrared devices, and automated sensors are available, clean, undamaged, and identified.

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Record the device ID so every reading can be traced to the equipment used.

DEVICE READINESS CHECK

6

Capture the log start time, geo-location, and an approved reference photo of the first monitored area or device.

Compliant

Issue found

Critical gap

Add live photo

Execution tip: Use a live photo that shows the equipment display or monitored zone without exposing sensitive information.

GEO-LOCATION + TIMESTAMP + PHOTO

2. Opening equipment and baseline temperature readings

7 Record the opening ambient temperature for preparation, storage, or service areas where room temperature is controlled.

TEMPERATURE READING

READING || °C

LIMIT || Enter

Add photo

Create action

 Execution tip: Take the reading before major activity changes the normal opening condition.

8 Record the opening temperature of each chilled cabinet, cold room, or refrigerator included in the daily log.

CRITICAL

TEMPERATURE READING

READING || °C

LIMIT || Enter

Add photo

Create action

 Execution tip: Allow the display to stabilize after opening, then compare it with the approved range.

9 Record the opening temperature of each freezer, frozen display, or frozen storage zone.

CRITICAL

TEMPERATURE READING

READING || °C

LIMIT || Enter

Add photo

Create action

 Execution tip: Investigate soft product, heavy frost, or unusual compressor cycling even when the display appears acceptable.

10 Record the opening temperature of hot-holding, heated display, or warming equipment where used.

CRITICAL

TEMPERATURE READING

READING || °C

LIMIT || Enter

Add photo

Create action

 Execution tip: Preheat equipment fully before loading food and record the temperature before service begins.

11 Compare a sample equipment display reading with an approved independent thermometer or probe.

CRITICAL

EXPECTED VS ACTUAL

EXPECTED ||

ACTUAL ||

VARIANCE ||

Investigate

 Execution tip: Use the comparison to identify sensor drift, display faults, or poor probe placement.

12 Inspect doors, seals, vents, load lines, airflow, and product loading for conditions that could affect the baseline reading.

CONDITION CHECK + PHOTO

Compliant

Issue found

Critical gap

Add live photo

 Execution tip: Capture evidence when blocked airflow, damaged seals, or overloading could explain an abnormal result.

3. Receiving temperature logs

- 13 Record the delivery vehicle or compartment temperature before unloading temperature-controlled goods.

CRITICAL

TEMPERATURE READING

READING || °C

LIMIT || Enter

Add photo

Create action

 Execution tip: Take the reading before doors remain open long enough to change the delivery condition.

- 14 Measure and record representative chilled-product temperatures using the approved sampling method.

CRITICAL

SAMPLE TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 Execution tip: Include product, batch or lot, sample point, actual reading, approved range, and result.

- 15 Measure and record representative frozen-product temperatures and check for signs of thawing or refreezing.

CRITICAL

SAMPLE TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 Execution tip: Combine the numeric reading with visual evidence such as softening, ice crystals, or leakage.

- 16 Measure and record hot, prepared, pharmaceutical, or other temperature-sensitive deliveries where applicable.

CRITICAL

SAMPLE TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 Execution tip: Use the product-specific method and range rather than a general receiving target.

- 17 Record supplier, delivery reference, product, batch, expiry, device ID, reading time, and receiver for each sample.

TRACEABILITY RECORD

Current

Incomplete

Missing / failed

Attach record

 Execution tip: Keep the temperature result linked to the exact delivery and product decision.

- 18 Isolate and record the decision for every out-of-range, borderline, damaged, or suspect delivery item.

CRITICAL

CONTAINMENT ACTION

Finding	Owner	Priority	Due	Evidence

 Execution tip: Do not place affected stock into normal storage while acceptance is still being assessed.

4. Chilled storage temperature logs

19

Record the scheduled air temperature for every chilled room, refrigerator, and cabinet in scope.

CRITICAL

TEMPERATURE READING

READING || | °C

LIMIT || | Enter

Add photo

Create action

🔍 Execution tip: Take readings from the defined location, not only from the easiest visible display.

20

Measure a representative product temperature when the equipment reading is outside range or product risk is suspected.

CRITICAL

PRODUCT TEMPERATURE + EVIDENCE

READING || | °C

LIMIT || | Enter

Add photo

Create action

🔍 Execution tip: Use a clean approved method and document the product selected and sampling point.

21

Check readings from different shelves, corners, or zones where temperature distribution may vary.

MULTI-POINT TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

🔍 Execution tip: Include known warm spots, high-load areas, and locations furthest from the sensor.

22

Record any open door, damaged seal, blocked vent, overloading, recent replenishment, or maintenance activity affecting the reading.

CONDITION CHECKLIST

Compliant

Issue found

Critical gap

Add live photo

🔍 Execution tip: Note the operating condition so the reading can be interpreted correctly during review.

23

Record active alarms, defrost cycles, unusual noise, condensation, leaks, or equipment display faults.

CRITICAL

EQUIPMENT STATUS + PHOTO

Compliant

Issue found

Critical gap

Add live photo

🔍 Execution tip: Create a maintenance action when the condition could cause repeat temperature deviations.

24

Verify every chilled-storage reading was entered at the required time with no unexplained gap or backfilled entry.

CRITICAL

LOG COMPLETENESS REVIEW

Current

Incomplete

Missing / failed

Attach record

🔍 Execution tip: Use timestamps or edit history to distinguish live entries from later reconstruction.

5. Frozen storage temperature logs

25

Record the scheduled air temperature for every freezer room, cabinet, island, and frozen storage zone.

CRITICAL

TEMPERATURE READING

READING || ____ °C

LIMIT || Enter

Add photo

Create action

🔍

Execution tip: Compare both the equipment display and the approved operating limit.

26

Check sampled frozen products for softening, thawing, freezer burn, leakage, clumping, or refreezing evidence.

CRITICAL

PRODUCT CONDITION + PHOTO

Compliant

Issue found

Critical gap

Add live photo

🔍

Execution tip: A normal air reading does not automatically prove the product remained frozen.

27

Take readings from multiple freezer locations where load, airflow, door use, or defrost can create variation.

MULTI-POINT TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

🔍

Execution tip: Include top, middle, lower, front, rear, and known risk locations as relevant.

28

Inspect doors, seals, frost build-up, fans, vents, curtains, load lines, drainage, and product stacking.

CONDITION CHECKLIST

Compliant

Issue found

Critical gap

Add live photo

🔍

Execution tip: Record any condition that could reduce cooling performance or hide an inaccurate reading.

29

Record defrost status, power interruption, alarm events, maintenance work, and recovery temperature where applicable.

CRITICAL

EVENT TIMELINE

EXPECTED || ____

ACTUAL || ____

VARIANCE || ____

Investigate

🔍

Execution tip: Capture start time, response time, recovery time, and maximum temperature reached.

30

Identify, isolate, and assess every product affected by a frozen-storage deviation or equipment failure.

CRITICAL

CONTAINMENT ACTION

Finding	Owner	Priority	Due	Evidence

🔍

Execution tip: Keep affected product restricted until an authorized person documents the release or disposal decision.

6. Cooking, cooling, reheating, and hot-holding logs

- 31 Record the final cooking temperature for each required batch, product, or process using the approved probe location.

CRITICAL

BATCH TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 **Execution tip:** Measure the coldest or thickest point defined by the procedure and identify the batch.

- 32 Record hot-holding temperatures at the required intervals for each cabinet, tray, pan, or service unit.

CRITICAL

TEMPERATURE READING

READING
°C

LIMIT
Enter

Add photo

Create action

 **Execution tip:** Stir or sample safely where needed so the reading represents the held product.

- 33 Record the start temperature, first-stage cooling result, time, and method for every controlled cooling batch.

CRITICAL

TIME + TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 **Execution tip:** Start the timer when active cooling begins and identify the container or batch.

- 34 Record the final cooling temperature and total elapsed time before the product enters chilled storage.

CRITICAL

TIME + TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 **Execution tip:** Escalate any batch that misses either the time or temperature limit.

- 35 Record the reheating temperature and completion time before the product enters service or hot holding.

CRITICAL

BATCH TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 **Execution tip:** Do not use hot-holding equipment as the primary reheating method unless the process is approved.

- 36 Link every cooking, cooling, reheating, and holding entry to the product, batch, quantity, operator, device, and action taken.

TRACEABILITY RECORD

Current

Incomplete

Missing / failed

Attach record

 **Execution tip:** A temperature without a batch, time, and operator is difficult to verify or investigate.

7. Display, service, transfer, and exposure logs

37 Record scheduled temperatures for chilled displays, service counters, grab-and-go units, and open refrigerated cases.

CRITICAL

TEMPERATURE READING

READING | | °C

LIMIT | | Enter

Add photo

Create action

 Execution tip: Take readings during normal trading as well as before opening where required.

38 Record scheduled temperatures for frozen displays, islands, customer freezers, and promotional frozen units.

CRITICAL

TEMPERATURE READING

READING | | °C

LIMIT | | Enter

Add photo

Create action

 Execution tip: Check product placement against load lines and airflow before judging the result.

39 Record hot-service, heated-display, soup, buffet, or prepared-food holding temperatures at required intervals.

CRITICAL

TEMPERATURE READING

READING | | °C

LIMIT | | Enter

Add photo

Create action

 Execution tip: Identify the exact product and pan or tray rather than recording only the equipment temperature.

40 Record transfer start time, transfer completion time, product temperature, and exposure duration between controlled zones.

CRITICAL

TIME + TEMPERATURE GRID

Item / zone	Limit	Actual	Time	Result

 Execution tip: Use short, defined transfer windows and record delays immediately.

41 Verify replenishment uses controlled quantities and does not leave temperature-sensitive stock waiting in ambient conditions.

REPLENISHMENT OBSERVATION

Compliant

Partially compliant

Non-compliant

N/A

 Execution tip: Check staging areas during peak periods when exposure risk is highest.

42 Increase monitoring and record additional readings during high traffic, delivery peaks, equipment recovery, or extreme weather.

TRIGGERED READING LOG

Compliant

Partially compliant

Non-compliant

N/A

 Execution tip: Document why the extra reading was taken and whether the risk returned to normal.

8. Device calibration, alarms, and data integrity

- 43 Record the thermometer, probe, sensor, or data-logger ID used for each manual or automated reading. CRITICAL DEVICE ID CAPTURE

Current Incomplete Missing / failed [Attach record](#)

 Execution tip: Use a unique asset label that matches the calibration and maintenance record.

- 44 Verify each monitoring device is within its calibration or verification date and approved for the required range. CRITICAL CALIBRATION RECORD REVIEW

Current Incomplete Missing / failed [Attach record](#)

 Execution tip: Remove expired or damaged devices from use until they are verified or replaced.

- 45 Complete and record the required ice-point, boiling-point, reference-device, or manufacturer verification check. CRITICAL CALIBRATION CHECK

EXPECTED | |

ACTUAL | |

VARIANCE | |

[Investigate](#)

 Execution tip: Use the approved method and record the expected result, actual result, tolerance, and adjustment.

- 46 Check probes and devices are cleaned, sanitized, protected, and stored to prevent contamination or damage. DEVICE CONDITION CHECK

Compliant Issue found Critical gap [Add live photo](#)

 Execution tip: Inspect cables, batteries, tips, housings, and storage cases as well as cleanliness.

- 47 Verify automated loggers, sensors, gateways, alerts, batteries, connectivity, and notification recipients are working. CRITICAL SYSTEM STATUS CHECK

Compliant Issue found Critical gap [Add live photo](#)

 Execution tip: Test both data capture and alert delivery rather than relying only on a dashboard status.

- 48 Review missing, duplicate, edited, backdated, implausible, or identical repeated readings for data-integrity concerns. CRITICAL DATA INTEGRITY REVIEW

Current Incomplete Missing / failed [Attach record](#)

 Execution tip: Investigate patterns that suggest copying, device faults, missed checks, or incorrect placement.

9. Temperature deviations, containment, and corrective actions

- 49 Record the affected product, batch, quantity, equipment, zone, actual reading, approved limit, time, and person finding the deviation.

CRITICAL

DEVIATION RECORD

Finding	Owner	Priority	Due	Evidence

 **Execution tip:** Capture the full context before product is moved or equipment conditions change.

- 50 Immediately isolate, label, relocate, stop service, or otherwise contain affected product according to the approved procedure.

CRITICAL

CONTAINMENT ACTION

Finding	Owner	Priority	Due	Evidence

 **Execution tip:** Record what was protected, where it was moved, and who controls its release.

- 51 Repeat the reading using the approved method and a second verified device when confirmation is required.

CRITICAL

REPEAT READING GRID

Compliant Partially compliant Non-compliant N/A

 **Execution tip:** Do not erase the first reading. Keep both results and the reason for the repeat check.

- 52 Assign every unresolved deviation an owner, priority, due time, escalation level, and required closure evidence.

CRITICAL

CORRECTIVE ACTION ASSIGNMENT

Finding	Owner	Priority	Due	Evidence

 **Execution tip:** Use immediate deadlines for product safety and separate dates for permanent prevention.

- 53 Create maintenance, supplier, training, process, or alarm actions when the cause extends beyond the immediate reading.

ROOT-CAUSE ACTION

Finding	Owner	Priority	Due	Evidence

 **Execution tip:** Address the condition that allowed the deviation, not only the affected product.

- 54 Record the authorized product disposition and verify repair, recovery, recheck, and closure evidence before normal use resumes.

CRITICAL

CLOSURE VERIFICATION

Finding	Owner	Priority	Due	Evidence

 **Execution tip:** Release product or equipment only after all documented acceptance conditions are met.

10. Daily review, trends, and sign-off

55

Calculate the completion rate for scheduled readings and identify every missed, late, incomplete, or unreviewed entry.

CRITICAL

LOG COMPLETENESS SCORE

Current

Incomplete

Missing / failed

Attach record

 Execution tip: Treat missing readings as control failures, not as proof that temperatures were acceptable.

56

Summarize recurring deviations by asset, zone, product, supplier, shift, daypart, and operating condition.

TREND SUMMARY

Current

Incomplete

Missing / failed

Attach record

 Execution tip: Look for patterns around deliveries, defrost, replenishment, closing, and peak service.

57

Identify equipment showing slow recovery, repeated alarms, sensor disagreement, or increasing temperature variation.

CRITICAL

EQUIPMENT TREND REVIEW

Current

Incomplete

Missing / failed

Attach record

 Execution tip: Create preventive maintenance before repeated minor deviations become a failure.

58

Record coaching or retraining required for missed readings, weak probe technique, poor escalation, or incomplete records.

TRAINING ACTION

Finding	Owner	Priority	Due	Evidence

 Execution tip: Link coaching to the specific process gap and verify the improved behavior later.

59

Verify every critical deviation and corrective action has suitable evidence, authorized closure, and no remaining product restriction.

CRITICAL

CLOSURE VERIFICATION

Finding	Owner	Priority	Due	Evidence

 Execution tip: Use follow-up readings, repair proof, disposal records, and supervisor review to confirm closure.

60

Record the final daily decision, unresolved restrictions, next review date, reviewer, manager approval, date, time, and signature.

CRITICAL

APPROVAL + SIGNATURE

NAME | | Enter

TIME | | _: _

SIGNATURE | | Sign

 Execution tip: Do not sign off the log while a critical deviation has no owner or containment decision.

RUN THIS CHECKLIST DIGITALLY

Turn every temperature deviation into accountable containment and verified closure

Use Taqtics to schedule temperature logs by location, zone, asset, and shift, capture live readings and evidence, contain affected product, assign corrective actions, enforce deadlines, verify closure, and compare recurring temperature risks across sites.

Try the Temperature Log Checklist in Taqtics

- Scheduled logs
- Live readings
- Device records
- Product containment
- Corrective actions
- Temperature dashboards