




**CHRISTIAN HEALTH ASSOCIATION SIERRA LEONE**  
**STANDARD OPERATING PROCEDURE (SOP) FOR TEMPERATURE CONTROL**  
**REVISED AND ADOPTED ON THE 30TH NOVEMBER, 2025**

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| This Standard Operating Procedure (SOP) is valid from 30 <sup>th</sup> November, 2025 to 30 <sup>th</sup> November, 2030.   |  |
| This SOP is valid until<br>Extension of validity after last review (if applicable)  |  |
| <b>Date/Signature</b>   | <b>Share with the following departments:</b><br><br><br><br><br><br><br><br><br><br><b>Appendices:</b> |
| <b>Author</b><br><br>Kathryn Hauschild<br><br>AND<br><br>Dr. Samuel Sao Bailor  |  |
| <b>Checked by</b><br><br>Dr. Samuel Sao Bailor<br><b>Lead Pharmacist (MSU Manager)</b><br><br>AND<br><br>Caroline Tucker<br>Pharmacist  |  |
| <b>Approved by</b><br><br><br>Rev. Dr. Joseph Fornah<br>Proprietor's Chairman<br><br><br>Mrs. Keziah Kargbo<br>Board Chairman<br><br><br><br>Gifty Florence Massaquoi<br>Executive Director - CHASL |  |

## 1. Objective

The Objective of this SOP is to ensure that drugs are stored under the required temperature in order to maintain their quality.

### 1. Area of Application and Responsibilities

This SOP applies in all spaces where Medicines Supply Unit (MSU) products are stored. The store-keeper is responsible for temperature monitoring, and the MSU Manager/Pharmacist is responsible for taking action when the temperature exceeds the limit.

### 2. Implementation

The temperature in the warehouse is supposed to be between 15-25 degrees Celsius. At the very least, there should be one air conditioner running during office hours.

To monitor the temperature in the dispensary and warehouse, the storekeeper has to record both the maximum and minimum temperatures in the morning and also the close of day in a temperature record book that is kept in the MSU office and is reviewed by the MSU Manager/Pharmacist every week. The thermometer is reset anytime the temperature is recorded.

When the temperature gets too high, the pharmacist takes measures in order to minimize the temperature and when the temperature gets too low the air conditioner is turned off for some time.

### 3. Maintenance, updating and Monitoring

This standard operating procedure is reviewed at the end of its validity period by the SOP committee.

See the SOP Identification, preparation, updating and monitoring of SOPs.

### 4. Documentation and record keeping/Archiving

All SOP originals are archived by the MSU Manager. Expired versions of SOPs are kept for a minimum of 10 years.

Any documentation related to this SOP is archived by MSU, and records are kept for 10 years.

## 6. Index of Changes

| Version | Reasons for changes | Valid from  |
|---------|---------------------|---|
| 01      | First version       | 1 <sup>st</sup> January 2026 - 31 <sup>st</sup> December 2030 |
|         |                     |   |