

DOCUMENT CONTROL

Document reference

Booking / order reference

Report date

CUSTOMER AND PRODUCT

Customer / consignor

Consignee

Product description

Batch / lot / serial

Quantity / packs

Packaging / passive system

Seal number(s)

WRITTEN TEMPERATURE REQUIREMENT

Minimum (deg C)

Maximum (deg C)

Permitted tolerance / excursion

Customer instruction / SOP reference

Special handling requirement

VEHICLE AND MONITORING

Vehicle / fleet ID

Plate number

Driver

Logger / probe ID

Calibration due

Pre-cool set point / achieved

ROUTE AND CUSTODY

Pickup location

Delivery location

Loading start / complete

Arrival / unloading complete

Sample operational record. Completed booking instructions and the agreed client SOP govern the movement. This document is not evidence of accreditation or certification.

TEMPERATURE READINGS

Stage / checkpoint	Date and time	Temperature (deg C)	Location / source	Initials

JOURNEY SUMMARY

Minimum recorded (deg C)

Maximum recorded (deg C)

Average (if calculated)

☐ No excursion identified☐ Excursion / deviation identified

EXCURSION, DOOR OPENING AND CORRECTIVE ACTION

Time, duration, peak / low value, probable cause and product status

Corrective action / notification / deviation reference

CUSTODY AND RELEASE

Released by (name / role)

Signature / date / time

Received by (name / role)

Signature / date / time

Operations review / disposition

Attach logger export, calibration evidence, photographs, POD and deviation documents when required by the booking.