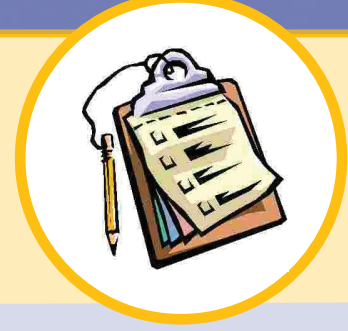




STANDARD OPERATING PROCEDURES

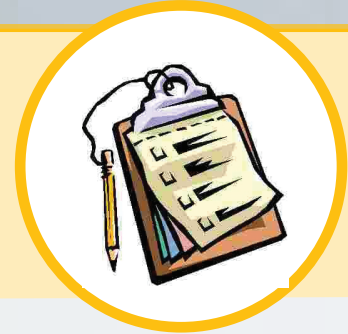
For Walk-in-Coolers (WIC) and Walk-in-Freezers (WIF)

Daily Checks



1. Check that both cooling units operate alternately, changing every 24 hrs.
2. Monitor that continuous auto-recording of cold room temperature is functioning.
3. Record temperature manually at least two times a day.
4. Check that evaporator unit drain pipe is not blocked.

Weekly Checks



1. Change the paper disc of the automatic temperature recorder every week and file it safely.
2. Test if alarms are functional.
3. Check the flow and quantity of refrigerant; check for leakage (bubbles).
4. Check fuel stock for generator. Ensure enough fuel is available at all times.
5. Test if generator is functional. Generator should be in the auto-start mode.
6. Observe extent of ice-formation on evaporator unit, and defrost if necessary.

Always check and record VVM status whenever you receive or issue vaccines.

Do's and Don'ts



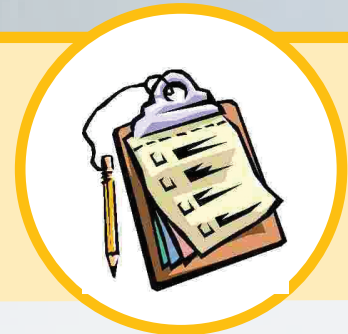
Do's

1. Stack vaccines only on shelves.
2. Stack vaccines to allow circulation of air between the boxes of vials. Leave at least 5 cm gap between a vaccine box and the adjoining wall of the cold room.
3. Indicate batch number, vaccine name, and expiry date on the shelves as ready reference for easy retrieval of a vaccine.
4. Store only OPV in WIF; all other vaccines in WIC.
5. Always wear warm clothes when entering cold room. Warm clothes should include a jacket, trouser, gloves, and a cap.

Don'ts

1. Never shut down cold room while loading or unloading vaccines.
2. Never over-load cold room.
3. Never store vaccines on the floor or under the evaporator.
4. Never store freeze-sensitive vaccines in front of the evaporator.

Monthly Checks



1. Service generator and change filters if required.
2. Check battery terminals, and lubricate terminals with petroleum jelly.
3. Check water level in battery, refill with distilled water.
4. Check all panel joints, doors, and strip curtains.
5. Check stock, especially any vaccine stored for longer than the recommended period.
6. Check the foundation bolt of compressor.

Call the Cold-room Technician



1. If any leakage is creating condensation.
2. If temperature sensors do not show the correct reading.
3. If generator does not start automatically.
4. If there is insufficient cooling in any of the units.



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