**Calibration Procedure**

Book a time with Lenswood Cold Stores Quality Assurance & Compliance Manager to collect the annually calibrated thermometer OR purchase of a personal handheld thermometer is also acceptable

The Cold Stores thermometer is unavailable during the month of April due to calibration requirements.

Method:

Attach the probe of the calibrated thermometer to the cool room thermometer.

Wait for 5 mins allow the probe to adjust.

Read the calibrated probe then view the temperature in the computer/door control panel.

Record the difference on the Calibration sheet.

Repeat as necessary till all probes and rooms are calibrated.

Corrective Action Required:

Any probes that are out by more than 0.9°C need to be replaced. This can be done by the Owner/Manager or by a competent authority.

Records Required:

All records must be maintained including signature of person conducting the calibration/verification.