

Storage and Handling Freezer Audit for Sites Storing Provincially Funded Vaccine

☐ Initial ☐ Follow-up audit ☐ Annual audit

Facility / Office name: _____ Date of audit: _____ AVI PIN#: _____

Vaccine controller name: _____ Vaccine controller backup name: _____

Type of freezer: ☐ Ultra-low ☐ Laboratory grade ☐ Domestic (Ice packs/Ice blankets/Modular TIC wall storage) Year freezer purchased: _____

Type of temperature monitoring device: ☐ Min/Max thermometer ☐ Data logger ☐ Other: _____

Legend

C = Compliant

X = Not Compliant

N/A = Not Applicable

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
FREEZER					
Dedicated electrical outlet					
Power supply protected: plug labelled "Do Not Unplug"					
Only vaccines stored in freezer					
Appropriate vaccine is stored in the appropriate freezer					
Digital temperature display on front that displays current temperature to 1°C degree resolution.					

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
Adjustable temperature set points/ temperature controls with adjustable alarm set points/range					
Audible alarm that is set to alert if temperature deviates beyond set points or if door is ajar.					
TEMPERATURE MONITORING					
Current temperature: _____ °C					
Min/Max thermometer present					
Min/Max thermometer properly installed					
Thermometer certificate of calibration showing calibration within at least \pm 1°C					
Vaccine temperature recording chart posted on freezer					
Recorded temperatures are between -90°C to -60°C or -25°C to -15°C					
Temperatures are recorded twice daily					
Minimum, maximum and current temperature recorded					
Thermometer is reset after each reading					
Thermometer is calibrated/replaced annually (documentation)					

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
Sites with more than \$5000 of vaccine: continuous temperature monitoring device (data logger or chart recorder) present					
Sites with more than \$10,000 of vaccine: alarms monitored 24 hours/day, 7 days a week					
ORGANIZATION INSIDE FREEZER					
Vaccines stored in middle of freezer, away from walls, vents					
Vaccines is placed with earliest outdate at front					
No expired vaccines in freezer					
Vaccines kept in original packaging					
Vaccine supply in freezer is appropriate					
REQUIRED DOCUMENTATION					
Annual freezer maintenance and logbook					
Written protocols for vaccine cold chain management					
Written protocols for emergency response to cold chain issue					
Written protocols for receiving, storing, unpacking, packing and transporting vaccine shipments					

Requirement	C	X	N/A	Comments/Follow-up plan/Action	Person responsible for follow-up action
Freezer temp and maintenance logs kept for 1 year					
TRANSPORTATION					
Process in place to use appropriate packing materials to maintain cold chain during transport to another location					
Vaccines are packed for transport taking into account seasonal external temperature, length of trip, etc.					
Temperature is monitored during transport with appropriate temperature monitoring device					
Dedicated insulated containers used to transport vaccine					
EDUCATION					
Staff receive annual cold chain training (provide examples)					

Name of Facility / Office Member Completing Audit: _____ Date: _____