

Standard Operating Procedures

SOP No. QM 109

SHIPPING, RECEIVING & STORAGE
PROCEDURE

DATE OF ISSUE:

SUPERSEDES: New

OBJECTIVE:

The objective of this procedure is to describe the methods used to receive and store ingredients, packaging materials, non-food chemicals including finished products/returned goods to ensure that product specifications are met and to maintain sanitary storage conditions. The document also addresses the shipping of finished products.

PURPOSE:

The purpose of this procedure is:

- To receive and store food and non-food products under conditions that prevent cross-contamination.
- To ensure that incoming materials and ingredients are protected from deliberate act of sabotage or terrorist-like incidents.
- To ensure that warehouse employees involved in food and material unloading and storing activities are trained.
- To ensure that unloading and storage activities are documented for traceability.

SCOPE:

This procedure applies to Receiving and Storage activities at the [Enter company name] facility.

Training:

All Shipping/Receiving/QA/QC employees under the supervision of the Procurement/Warehouse Manager and SQF Practitioner/QA Manager are trained on this procedure.

RESPONSIBILITY

- The Shipper-Receiver or designate under the supervision of the Warehouse Manager/Procurement Manager is responsible for inspecting incoming food and non-food materials for cleanliness and good transport practices.
- The Procurement Manager or designate verifies that goods are received according to this procedure by reviewing, signing and dating the **Inbound and Outbound Trailer Control Checklists** (See FMI 114 and 115).

Sqf Manual Template

Yi-Tong Ma



Sqf Manual Template:

Reviewing **Sqf Manual Template**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sqf Manual Template**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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