

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

Shasha Hu

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