1. **ABBREVIATIONS:**

**FEFO**: First Expiry First Out

**FIFO:** first In First Out

**SOPs**: Standard Operating Procedure

1. **PURPOSE:**

The purpose of this document is to describe the minimum requirements considered appropriate for the storage and distribution of products in order to avoid safety, efficacy and quality problems caused by improper storage and distribution practice of products.

1. **SCOPE**:

This SOP shall be implemented in ……………… facility for the process of distribution produced by the factory .

1. **RESPONSIBILITY:** pr

Production head and QC head should follow the process of product distribution for the proper implementation of food safety handling system till to reach to the wholesaler or retailer.

1. **PROCEDURE**
   1. **Storage Areas**

* Precautions must be taken to prevent unauthorized persons from entering storage areas.
* Storage areas should be of sufficient capacity to allow the orderly storage of the various categories of finished products.
* Storage areas should be designed or adapted to ensure good storage conditions. In particular, they should be clean and dry and maintained within acceptable temperature limits. Where special storage conditions are required on the label (e.g., temperature, relative humidity), these should be provided, checked, monitored and recorded.
* Finished products should be stored off the floor and suitably spaced to permit cleaning and inspection. Pallets should be kept in a good state of cleanliness and repair.
* Storage areas should be clean, and free from accumulated waste and vermin.
* Finished products should be handled and stored in such a manner as to prevent contamination, mix-ups and cross-contamination.
* Finished products should be stored in conditions which assure that their quality is maintained, and stock should be appropriately rotated. The “first expired/first out” (FEFO) principle should be followed.
* Rejected products should be identified and controlled under a quarantine system designed to prevent their use until a final decision is made on their fate.
* Broken or damaged items should be withdrawn from usable stock and separated.
* Storage areas should provide adequate lighting to enable all operations to be carried out accurately and safely.
  1. **Storage Conditions**
* Finished products must be stored under conditions which minimize deterioration, contamination or damage.
* They must be stored under conditions compatible with their recommended storage requirements of temperature and /or humidity.
  1. **Monitoring of Storage Conditions**
* Recorded temperature and relative humidity monitoring data should be available for review.
* Equipment used for monitoring should also be calibrated at defined intervals.
* The equipment used for monitoring should be checked at suitable predetermined intervals and the results of such checks should be recorded and retained.
* All monitoring records should be kept for at least the shelf-life of the stored product plus one year.
  1. **Distribution**
* Finished products should be handled properly on the loading docks and during transport to prevent contamination from raw products and product deterioration by temperature abuse or improper handling practices.
* Trucks, containers and carriers of finished products should be evaluated prior to loading and shipping to ensure that their condition meets plant requirements for transporting products.
* It is recommended that temperature-recording devices be used when possible for monitoring the trailer temperature during transportation.
* All trucks and carriers should be suitable for transporting food products; therefore, it may be important to consider what items were hauled in prior loads by the truck.
* All of the finished product should be coded/identified for intended use and for recall or market withdrawal purposes.
* Finished products should be stored and distributed in shipment containers that have no adverse effect on the quality of the products and that offer adequate protection from external influences, including contamination.
* Records of dispatch should contain enough information to enable traceability of the finished product. Such records should facilitate the recall of a batch of a product, if necessary.
* Distributors should keep records of all finished product products received. Records should contain date; name of product; batch number; expiry date; name and address of the client; quantity received, or supplied; name and address of supplier and other necessary information

**5.5 Documents and records**

* All documents should be completed, approved, signed (as required) and dated by an appropriate authorized person(s) and should not be changed without the necessary authorization.

1. **TRAINING**

All personals involved in product distribution will be trained on this procedure Quality Control Technical Manager. And the training records will be kept in Plant Managers office.

1. **RECORDS**

The facility should be kept all distribution records till end of the product shelf life in product manager office or in quality control department managers’ office.

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| **Revision** | **Reason for Revision** | **Compiled by** | **Reviewed by** | **Effective Date** |
| 0 | Initial Release |  |  |  |