1. **ABBREVIATIONS**

**FEFO**: First Expiry First Out

**FIFO**: first In First Out

**RMR:** Raw Material Receiving

**SOP:** Standard Operating Procedure

**QA:** Quality Assurance.

**QC:** Quality Control

**RMRF-** Raw Material Receiving Form

1. **PURPOSE:**

To lay out a procedure on receiving of raw materials in the food manufacturing facility, so that raw materials are accepted and stored as per the standard requirements of the facility.

1. **SCOPE:**

This SOP applies to receipt of raw materials in food manufacturing facilities at all levels.

1. **MATERIALS**

Supplies for the manufacturing facility will include any raw ………. and other products used for the manufacturing of ………… products.

1. **RESPONSIBILITIES**

**Stores In-Charge**: is responsible to ensure the material safety, quality and provide dedicated place for RIGHT THING in RIGHT PALCE on daily basis.

**QA In charge**: will Monitor the program implementation and take necessary corrective actions to ensure that integrity and quality of the raw material protected during receiving and storage period.

1. **PROCEDURE** 
   1. **Raw material receiving**

* First check the raw material area/silo/tanker is free from any foreign matters, bad odor, chemicals and other thing that contaminate raw material.
* Review the supporting order documentation to cross-reference with the delivery document provided.
* Warehouse personnel shall check the consignment to ensure absence of material other than mentioned in the delivery documents, in order to avoid mix-ups
* Ensure that the Vehicle is not carrying any materials which contaminate the raw material.
* Ensure the cleanliness of the dedicated pallets available (if required) at the receiving platform.
* Assure that all raw materials comes from approved vendors and sources only
* Evaluate the quality of products by odour, sight, and touch and reject unacceptable products.
* Check to ensure that refrigerated foods are received at or below 5º Celsius (for required foods)
* Check the temperature of the frozen items with a calibrated thermometer to assure that cold food is below 5° Celsius. (for required foods)
* Reject frozen foods that should be stored below 5° Celsius that are delivered above 5° Celsius. (for required foods)
* Take appropriate sample and check necessary parameter ( ……………) required for raw material test to identify is product within acceptable limit or not.
* Register all raw material test parameters in raw material receiving **form 001** whether the product received or rejected.
* If the product was not within the acceptable limit notify to manager and reject the product or store on the reject product storage area for further decision.
* If the product was within the acceptable limit transfer to next process or stored in designated area
* Store the raw material for easy implementation of FIFO or FEFO system.
* Always separately receive chemicals and any other materials which cause contamination for foods and store them separately.

1. **TRAINING**

All food handlers and QC personnel’s will be trained on this procedure and related SOP by Quality Assurance Manager. And the training records will be kept in Quality Assurance and Plant Managers office.

1. **Distribution list**
2. **Annex** 
   1. Raw material receiving format

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