

HomeMeal.

Purchasing

Purchasing is the very first step of a process that takes place in the kitchen every day. If you are purchasing your supplies in person you must take the utmost care to ensure the quality of the ingredients. Should you order food and supplies they must be thoroughly inspected upon delivery to ensure safety. Food can be saved from spoiling and contamination by proper storage.

Purchase food and its ingredients from reliable and approved sources. Do not buy from questionable sources:

- Stay connected with suppliers and, if necessary, request for relevant supporting documents, including business licences, official export documents and health certificates, certificates of origin, laboratory reports, etc.
- Ascertain that suppliers have obtained the required valid licenses.
- Keep a list of suppliers names and contact details. Update suppliers' information timely fashion.
- Provide full copies of supporting documents such as business registration, health certificates, and any other system certification documents (if necessary).
- Keep all purchasing and sales records, receipts, food origin and hygiene-related documents to facilitate food tracing in the event of a food incident.

Upon receipt of food, the following items should be inspected:

- Fruits and vegetables are undamaged and free of bruises. No cracked or leaky eggs and no moldy dried foods should be received.
- All prepackaged foods have an expiry date, such as "use by" or "best before" dates.
- The outer packaging should be intact with no tears. Canned foods are not bulging, dented or rusty. The packaging materials are clean and undamaged.
- Store chilled food at 4°C or below, and frozen food at -18°C or below.
- Each batch of seafood (including oysters) must be attached with a valid health certificate.
- If it is found or suspected that the food is unsafe, has been stored at an improper temperature for an extended period of time, has been contaminated or damaged, or is required to be recalled, it must be immediately returned to the suppliers and separated from normal items during temporary storage.

In short, remember:

- Ensure that goods are in perfect condition and not damaged
- Do not interrupt the cold chain
- Transport perishable food maintaining a cold chain
- Buy freshly perishable goods
- Store newly purchased supplies at home in such a way that the older groceries are used first

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