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| **EFFECTIVE DATE: 04/05/2009** |

**Inventory Knowledge and Classification**

**1. Introduction**

This document outlines procedures for maintaining accurate inventory knowledge and classification within the food manufacturing facility (NIC Code 10101). This is crucial for efficient production, effective quality control, and compliance with food safety regulations.

**2. Inventory Management System**

* robust inventory management system will be implemented. This could include a physical inventory tracking system, a barcode system, or a dedicated inventory management software. The system will track:
* Raw materials: All ingredients and packaging materials used in production, including their quantities, expiry dates, and storage locations.
* Work-in-progress (WIP): Materials currently undergoing processing. Tracking WIP helps monitor production flow and identify potential bottlenecks.
* Finished goods: Completed food products ready for distribution, including batch numbers, expiry dates, and storage locations.
* Cleaning supplies: All chemicals and materials used for cleaning and sanitation purposes.

**3. Inventory Classification**

Inventory will be classified using a system that allows for efficient tracking and management. This might include:

* Classification by product type: Grouping inventory by the specific food product it's part of.
* Classification by ingredient: Categorizing by specific ingredients used across multiple products.
* Classification by storage location: Identifying the location of inventory within the warehouse or production facility.
* Classification by expiry date: Prioritizing inventory with approaching expiry dates for first-in-first-out (FIFO) management.

**4. Inventory Control Procedures:**

* Regular stock takes will be conducted to ensure accurate inventory levels.
* FIFO (First-In, First-Out) will be implemented to minimize waste from expired inventory.
* Appropriate storage conditions will be maintained to preserve the quality and safety of all inventory items.
* Procedures for handling damaged or expired inventory will be clearly defined.

**5. Compliance Notes:**

* Accurate inventory records are crucial for food traceability and compliance with food safety regulations.
* Inventory management systems must be regularly audited to ensure accuracy.
* Proper record-keeping is essential for compliance with tax and accounting regulations.

**6. Practical Guidelines:**

* Implement a user-friendly inventory management system.
* Provide adequate training to staff on inventory procedures.
* Regularly update inventory records and reconcile discrepancies.
* Consider using barcode or RFID technology for efficient inventory tracking.
* Implement a system for managing potential waste and expired goods.