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**Storage Facility Management**

**1. Introduction**

This document outlines the procedures for managing storage facilities within a food manufacturing environment (NIC Code 10101) to ensure product safety, quality, and compliance with relevant regulations. Effective storage facility management is crucial for minimizing spoilage, preventing contamination, and maintaining efficient operations. This includes the proper storage of raw materials, work-in-progress (WIP), finished goods, and packaging materials.

**2. Storage Facility Requirements**

* Cleanliness and Sanitation: Storage areas must be maintained in a clean and sanitary condition at all times. Regular cleaning schedules, including sweeping, mopping, and disinfection, should be implemented and documented. All surfaces should be easily cleanable and free from cracks and crevices. Pest control measures must be in place and regularly monitored.
* Temperature and Humidity Control: Storage conditions must be appropriate for each type of stored material. Temperature and humidity levels should be monitored and recorded regularly using calibrated equipment. Deviation from specified parameters should be immediately investigated and documented. This is particularly critical for perishable goods.
* Storage Racking and Stacking: Storage racks must be structurally sound and appropriately sized for the stored items. Proper stacking techniques should be implemented to prevent collapse and damage. Adequate aisle space must be maintained for easy access and movement of materials.
* First-In, First-Out (FIFO) System: A clear FIFO system must be implemented to ensure that older materials are used before newer materials. This minimizes the risk of spoilage and ensures product freshness. Clear labeling and dating of all materials are essential.
* Security: Storage facilities should be secured to prevent unauthorized access and theft. This may include access control systems, security cameras, and regular security patrols.

**3. Compliance Notes**

* Food Safety Modernization Act (FSMA): Storage practices must comply with FSMA regulations, including requirements for preventive controls, sanitation, and recordkeeping.
* Good Manufacturing Practices (GMP): Adherence to GMP guidelines is essential for maintaining product quality and safety. These guidelines cover various aspects of storage, including hygiene, pest control, and temperature control.
* HACCP (Hazard Analysis and Critical Control Points): The storage facility should be integrated into the overall HACCP plan, with critical control points identified and monitored.

**4. Practical Guidelines**

* Regular Inspections: Regular inspections of the storage facility should be conducted to identify any potential issues, such as pest infestations, damage to racking, or temperature fluctuations. Inspection checklists should be used to ensure consistency.
* Record Keeping: Meticulous record-keeping is essential. This includes temperature and humidity logs, cleaning logs, pest control logs, and inventory records. Records should be readily accessible for audits.
* Training: All personnel involved in storage facility management should receive adequate training on proper storage procedures, sanitation practices, and safety regulations.
* Emergency Procedures: Emergency procedures should be in place to handle situations such as power outages, pest infestations, or equipment malfunctions.

**5. Documentation Examples:**

* Temperature and Humidity Log: A daily log recording temperature and humidity levels for each storage area, along with the time and signature of the person recording the data.
* Cleaning Log: A log detailing the cleaning and sanitation activities performed in each storage area, including the date, time, area cleaned, and the person responsible.
* Pest Control Log: A log documenting pest control measures taken, including the date, type of pest, treatment applied, and the person responsible.

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