

	<b>NAME OF ORGANIZATION</b>	<b>Doc No:</b> ABC/BRC/SOP/001 <b>Issue No / Revision No:</b> 01/00 <b>Effective Date:</b> 01.09.2022 <b>Status:</b>
	<b>STORAGE</b>	

## **Procedure for Storage of all materials and intermediate and finished products**

### **1. PURPOSE**

To establish a procedure for handling, management and storage of all materials and products to minimize the risk of contamination and protect product safety, quality and legality.

### **2. SCOPE**

- It applies to all raw materials, ingredients, processing aides, packaging materials and finished products.

### **3. RESPONSIBILITY**

- Store personnel, material handling persons

### **4. PROCEDURE**

- Adequate facilities for the storage of raw materials, additives, packing materials, finished products and chemicals (e.g. cleaning materials, lubricants, fuels etc are provided).

The storage facilities are designed and constructed to:

- permit adequate maintenance and cleaning;
- avoid pest access and harbourage;
- enable the product to be effectively protected from contamination during storage.

#### **Raw Material.**

Storage areas and the materials in the storage areas are kept clean, orderly and free from pest infestation.

Raw materials are preferably used on a first in first out basis (FIFO).

#### **Packaging materials.**

Packing materials are properly identified and stored in dry and clean areas.

Packaging materials are preferably used on a first in first out basis.

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### **Finished products.**

Products are suitably packed and are stored in to assure that there is no deterioration of the finished product.

Following aspects are of the at most importance:

- Ensure product is packed with the correct packing material.
- Ensure all products are labelled with the correct product label.
- Ensure all products are sealed correctly and are in sound physical condition.
- Maintain adequate space between the rows of stored products for cleaning, monitoring, and inspection.
- An inventory management system has to be implemented.
- Finished product should preferably picked on a first in first out basis.

### **During storage**

- All raw materials, work in progress and finished products are stored physically segregated areas as far as possible to avoid cross contamination.
- Storage of items are on pallets and away from the wall.
- All products including raw materials/ work in progress or finished products are identified and protected during storage.
- First in First out (FIFO) is followed while issuing the products.
- Hazardous chemicals are handled carefully to ensure the risk of product safety, legality and quality.
- Materials intended for recycling are appropriately protected against contamination of hazards.

### **5. REFERENCE**

NONE

### **6. RECORDS**

- Stock register