

Product for Storage and Distribution Lesson

1. Policy

- 1.1. The storage and distribution facility are working with the suppliers and customers to understand the various handling, storage, and temperature requirements for the various products handled.
- 1.2. Similar products are grouped together and have similar specifications applied.
- 1.3. Specific specifications to ensure the integrity and food safety aspects important to the product are maintained.
- 1.4. Attention is placed on any customer-specific criteria as it may differ from others depending on brand protection or product types.
- 1.5. Specifications creation and control procedures are ensured, properly documented, controlled and available to staff for use and referenced during normal operational activities.

2. Procedure

- 2.1. Specifications for Storage and Distribution Facilities
 - 2.1.1. Specification requirements and conditions when it comes to quantity, quality, dry or wet goods, etc. applies to respective facilities.
 - 2.1.2. Documentation be transparent to distributor and customer.
 - 2.1.2.1. Refer to *Agreed Specification Register*
- 2.2. Product Handling and Storage Requirements
 - 2.2.1. Record the date when the product receives.
 - 2.2.2. Verify if the product is contaminated or with allergen.
 - 2.2.3. Check and record the temperature and relative humidity of the storage.
 - 2.2.4. Storage has proper temperature to avoid contamination and deterioration of product.
 - 2.2.5. Packaging applicable in the product under condition that protect to cross contamination.
 - 2.2.5.1. Refer to *Products for Storage and Distribution Record*
- 2.3. Transportation and Distribution Requirements
 - 2.3.1. Temperature requirements, storage conditions, packaging requirements, and handling and transportation conditions are documented.
 - 2.3.2. Transportation vehicle is also specified.
 - 2.3.3. Vehicle used are sanitized prior to distribution of the products.
 - 2.3.3.1. Refer to *Transportation and Distribution Requirements*

3. Responsibility

- 3.1. Senior Management
 - 3.1.1. Validate any transition from pilot or test phase to commercial production, any process, equipment, additional handling, new packaging, or storage condition for any food safety risks prior to commercial production of the subject product.
- 3.2. Operations / Sales Manager
 - 3.2.1. Verify listed specifications thru comparison of products being handled and distributed.
 - 3.2.2. Verify changes in product specifications.
 - 3.2.3. Communicate changes to relevant staff and with customers.
- 3.3. Logistic Managers/staff
 - 3.3.1. Ensure to have organize distribution of products and proper handling when in transport
 - 3.3.2. Verify the transparency between the customers.

4. Corrective Action

- 4.1. In the event that all products are mixed with other variants, similar products are segregated, grouped together, and have similar specifications applied.
- 4.2. In the process, products check from time to time to avoid contamination or destruction of the product.



5. Review – Quality

- 5.1. Review of the specification creation and control procedure.
- 5.2. Review of listed specifications compared to products handled and distributed.
- 5.3. Interviews with product receiving and handling employees.
- 5.4. Verification of changes to specifications.
- 5.5. Communication of changes to relevant staff and with customers

6. History

| Revision No.: | Revision Date: | Description of Change: | Originator / Author Name: | Title / Department: |
|---------------|----------------|------------------------|---------------------------|---------------------|
| 0 | 20220906 | Original | Arnel Ryan | PCQI / Compliance |

Requirements:

- (1) The trainee has read or received a verbal translation of all or part of the policy, procedure, method, and or SOP for which they are being trained.
- (2) The trainee has demonstrated the task they are to perform or the procedure for which they are being trained as required.
- (3) The trainee has demonstrated the ability to perform the task with acceptable proficiency and with minimal supervision as required.