1. SCOPE
2. This procedure applies to all Tijule personnel involved in or responsible for the detection of a raw material nonconformance. This procedure applies to all raw materials that fail to meet specified requirements. This procedure applies to suspect raw materials as well as nonconforming raw material.
3. PURPOSE
4. The purpose of this procedure is to ensure that raw materials that do not conform to specific requirements are identified, segregated, reviewed for disposition and for fresh produce, they are rejected and returned to the supplier. Disposition is determined and the nonconformance is recorded.
5. DEFINITIONS
   * 1. *Identifier* is the employee (e.g. Operator, Quality, Warehouse, etc.) who identifies a nonconforming material.
        1. *Raw Material* is input material for manufacturing and processing received by the Plant.
        2. *Suspect Raw Material* is questionable raw material that requires further investigation to determine its ultimate conformance to specifications (an example could be raw material with damaged packaging). Suspect Raw Material will be treated as Nonconforming Material until investigation is complete.
6. PROCEDURE
   1. **Responsibility**
      1. **Production Manager/Production Supervisor/Quality Manager/Functional Responsibility**
      2. Fresh Produce
      3. Fresh produce not meeting inspection specifications as per receiving instruction in the HACCP or Food Safety Manuals are rejected. Fresh produce are not put on HOLD. They are rejected and recorded on Receival form and returned to the supplier.
   2. Fresh produce are sometimes purchased in a semi-processed condition. In this circumstance if there is a suspected non-conforming material it is put on hold and a written report sent to the supplier the information logged in the nonconformity database and reports it to the Quality Manager or a member of the Quality Department who evaluates the issue to determine if it can be released for use.
7. **Production Manager/Stores Supervisor/Quality Manager/Functional Responsibility**
   * 1. Dry Ingredients
        + 1. Dry ingredients are inspected for integrity of packaging to determine if the content was contaminated. If there is a suspected non-conforming material it is put on hold and supplier informed the information logged in the nonconformity database and reports it to the Quality Manager or a member of the Quality Department who evaluates the issue to determine if it can be released for use.
     2. Wet Ingredients
   1. Wet ingredients are inspected as per specification. If the product is not meeting the required specification they are rejected and returned. The information logged in the nonconformity database.
   2. **Stores Supervisor/Quality Manager/Functional Responsibility**
      1. Packaging
         * 1. Packaging material showing any signs of damage or contamination as per inspection criteria is rejected and supplier informed logged in the non-conformity database.
8. RECORDS

Receival Forms

Ackee

[..\..\..\FORMS\CCP Forms\Ackee\Monitoring form for Ackee Receival\Monitoring form for Ackee Receival.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\FORMS\CCP%20Forms\Ackee\Monitoring%20form%20for%20Ackee%20Receival\Monitoring%20form%20for%20Ackee%20Receival.docx)

Cassava

[..\..\..\FORMS\CCP Forms\Bammy\Cassava Receival Form\Cassava Receival Form.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\FORMS\CCP%20Forms\Bammy\Cassava%20Receival%20Form\Cassava%20Receival%20Form.docx)

Raw Material

[..\..\..\FORMS\PRP FORMSSS\Traceability & Recall\Raw Material Monitoring Form.docx](../../../FORMS/PRP%20FORMSSS/Traceability%20&%20Recall/Raw%20Material%20Monitoring%20Form.docx)

Ackee CP 1 Sorting Form

[..\..\..\FORMS\CCP Forms\Ackee\CCP 1 Sorting Form\CCP 1 Sorting Form.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\FORMS\CCP%20Forms\Ackee\CCP%201%20Sorting%20Form\CCP%201%20Sorting%20Form.docx)

1. REFERENCES

Ackee Receival Procedure

[..\..\HACCP PROCEDURES\Ackee CCP\Ackee Receival\ackee receival.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Ackee%20CCP\Ackee%20Receival\ackee%20receival.docx)

Raw Material Receival Procedure

[..\..\PreRequisiteProcedures\RawMaterialReceiving (DID)\Raw Material Receival (revised).docx](../../PreRequisiteProcedures/RawMaterialReceiving%20(DID)/Raw%20Material%20Receival%20(revised).docx)

Ackee CCP 1 Procedure

[T:\FSSC 22000 Management System\PROCEDURES\HACCP PROCEDURES\Ackee CCP\CCP 1 Sorting\CCP 1 SORTING.docx](file:///T:\FSSC%2022000%20Management%20System\PROCEDURES\HACCP%20PROCEDURES\Ackee%20CCP\CCP%201%20Sorting\CCP%201%20SORTING.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | April 21, 2015 |