1. SCOPE
2. This procedure covers receipt of all agricultural raw materials except Ackee and Cassava
3. PURPOSE
4. The purpose of this procedure is to ensure that the potential hazards associated with the raw material hazard assessment are adequately controlled
5. DEFINITIONS
   1. **Contaminant:** any substance that causes water air or food to no longer be suitable for use
   2. **Critical Limit:** A criterion that must be met for each preventative measure associated with a critical control point.
   3. **Hazard:** A biological, chemical, or physical property that may cause a food to be unsafe for consumption
   4. **Monitor:** To conduct a planed sequence of observations or measurements to assess whether a CCP is under control and to produce an accurate record for future use
6. PROCEDURE

**Responsibility**

1. **Production manager/Quality personnel/Functional responsibility**
2. **Incoming raw material** are inspected for the following:
3. **Callaloo (vegetable)**

Should be free from insect contamination and meet requirements as outline on specification for Callaloo sheet ([Specification for Callaloo](../RawMaterialSpecification/SPECIFICATION%20FOR%20CALLALOO.docx))

1. **Fruits**

Mature fit or ripe, free from insects, disease or bruises and of good processing quality

1. **Seasoning (eg.Escallion, Pepper)**

Free from insects and excess dirt

1. **Spices (eg. pimento, pimento leaves, thyme etc)**

Free from insects and foreign matter (stone and stick)

1. In addition the following checks are done and recorded on the Raw Material Receival Monitoring Form:
2. Name of supplier
3. Name of raw material and quantity
4. Condition of transport- must be clean and lined/ covered where applicable to prevent contamination
5. Odour- free from off odours not typical of raw material
6. Colour- typical of raw material
7. Texture- firm, not bruised
8. Overall appearance
9. If more than 20% of load is unsatisfactory, the entire delivery will be rejected.
10. All samples received for Product Development must be labeled before storing
11. Raw material Receival Form is reviewed Weekly/Fortnightly by the Food Safety Coordinator/Function Responsibility
12. Food Safety/Quality/Production Personnel
13. Review spraying records on each delivery of raw material that have been sprayed.
14. Samples of raw material are sent for external pesticide testing at least twice per year.
15. RECORDS

Raw Material Receival Monitoring form

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

1. REFERENCES

Specification for Callaloo sheet

[..\..\..\RawMaterialSpecification\SPECIFICATION FOR CALLALOO.docx](../../../RawMaterialSpecification/SPECIFICATION%20FOR%20CALLALOO.docx)

Suppliers Guarantee forms

[..\..\..\FORMS\Suppliers guarantee 2015\Suppliers guarantee 2015.docx](../../../FORMS/Suppliers%20guarantee%202015/Suppliers%20guarantee%202015.docx)

Corrections and corrective actions

[..\..\..\ManagementSystemProcedures\CorrectionsAndCorrectiveActions\CorrectionsandCorrectiveActions.docx](file:///K:\ManagementSystemProcedures\CorrectionsAndCorrectiveActions\CorrectionsandCorrectiveActions.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored By; | Revised By | Approval By | Date |
| Owen Glave and Food Safety Team | Food Safety Team | Food Safety Team | February 23, 2018 |