1. **SCOPE**
2. This procedure applies to all areas where finished goods, semi processed ingredients, dry ingredients and packaging materials and labels are stored.
3. **PURPOSE**
4. This procedure is to ensure that all areas where goods and packaging materials are housed are adequately maintained and secured in a way that will prevent pilferage, contamination and all unwanted activities from happening.
5. **DEFINITIONS**
6. FIFO (First In First Out)- stock rotation based on the principle of dispatching earliest expiration dates first
7. FEFO (First Expired First Out)- stock rotation based on the principle of dispatching earliest expiration dates first
8. **PROCEDURE**

**Responsibility**

Factory Manager, Production Manager, Label room/ stores Supervisor and Warehouse Supervisors.

1. **Label Room / Stores Supervisor and Warehouse Supervisor**
2. Conduct receival and specification inspection on all items being brought into warehousing. Checks to be made includes: Checks for damages, bruises, cleanliness, amount packaging, labels and expiry date (where necessary).
3. Specified stock rotation systems (FIFO / FEFO) shall be observed.
4. Update inventory document to cover all items that have been received and any further comments that might apply to the process.
5. Maintain cleanliness of warehouse in order to prevent pest harborage and infestation.
6. Issue materials/ingredients as per policy and procedure. All issued items must be logged and documented for ease of access when needed. This should be recorded on the Product Material Sheet (PMS) (Label room/ stores Supervisor).
7. Warehouse Supervisor shall record every finished goods received on the Finished Goods Inventory Sheet
8. Record product name, product code, quantity and date of receival.
9. Monitor all activities in and out of warehousing and record information in the log book.
10. Affix signature to receival and requisition forms.
11. Reconcile items/product as stated in applicable procedure.
12. Complete PMS (where applicable) for all products prepared on a day to day basis.
13. It is recommended that where products are stacked, consideration is given to measures necessary to protect the lower layers.
    1. **Factory Manager/ Production Manager/ Functional Personnel**
14. Review and sign off on PMS for all products made on a day to day basis.
15. Monitor all activities having to do with.
16. Records will be retained for the lifecycle of the product or the timeframe required by regulatory bodies or customer requirements where applicable. Refer to: **Master List of Records (MLR-001).**

[..\..\..\FORMS\Masterlist of FoodSafetyRecords\Master List of Records.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Masterlist%20of%20FoodSafetyRecords\Master%20List%20of%20Records.docx)

1. **RECORDS**

Visitor Log

[..\..\..\FORMS\PRP FORMSSS\Visitors Log in Sheet](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Visitors%20Log%20in%20Sheet)

Master List of Records (MLR-001).

[..\..\..\FORMS\Masterlist of FoodSafetyRecords\Master List of Records.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Masterlist%20of%20FoodSafetyRecords\Master%20List%20of%20Records.docx)

Finished Goods Inventory Sheet

..\..\..\FORMS\Finished Goods Inventory Sheet.docx

Warehouse Receival log book (located in warehouse)

1. **REFERENCES**

Mock Recall

[..\MockRecall\Mock Recall.docx](file:///F:\Stuff\BACKUPS\Backup%20December%208,%202016\FSSC%2022000%20Management%20System\PROCEDURES\ManagementSystemProcedures\MockRecall\Mock%20Recall.docx)

Non-Disclosure Agreement

[..\..\..\FORMS\MS Forms\Non-Disclosure Agreement\Non-Disclosure Agreement.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\MS%20Forms\Non-Disclosure%20Agreement\Non-Disclosure%20Agreement.docx)

Background Check

[..\..\..\FORMS\Background check form](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Background%20check%20form)

Non-Conforming Product

[..\..\ManagementSystemProcedures\ControlOfNonconformingProducts](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\ManagementSystemProcedures\ControlOfNonconformingProducts)

1. **DOCUMENT CONTROL INFORMATION**
2. **APPROVAL AUTHORITY**

|  |  |  |
| --- | --- | --- |
| REVISED BY | APPROVAL BY | DATE |
| Food Defense/Food Fraud and Food Fraud Team | Food Defense/Food Fraud and Food Fraud Team | February 22, 2018 |