

Material Receiving, Storage & FIFO

1. MATERIAL RECEIVING



Truck Inspection:

Vehicles must be clean, odor-free, temperature controlled, and pest free.

Packaging & Condition: Reject items with damaged, swollen, leaking, or torn packaging. Inspect for mold, discoloration, or foul odor.

Temperature Verification:

- Chilled items ≤ 5°C
- Frozen items -18°C or below
- Dry goods: clean, dry, free from pests & moisture

Documentation: Cross-check purchase order, delivery note, expiry date, and batch code.

Non-Compliant Products: Reject and return immediately, record the non-conformance.

Immediate Transfer: Move accepted goods quickly into correct storage

3. FIFO (First-In, First-Out)



- Always rotate stock: oldest products used first.
- Place new deliveries behind older stock.
- Remove expired or spoiled stock immediately.
- Supervisors to verify FIFO daily.



WHY IT MATTERS

- ✓ Prevents contamination & foodborne illness
- ✓ Ensures compliance with ISO 22000:2018 & HACCP
- ✓ Maintains hygiene & safe storage conditions
- ✓ Reduces food waste & costs
- ✓ Protects customers & company reputation

2. STORAGE PRACTICES



Chilled Storage:

- Raw meat, poultry, seafood, dairy stored in separate chillers.
- Ready-to-Eat foods must always be kept in separate chillers/sections away from raw foods.
- Temperature checks every 4 hours; records maintained.

Frozen Storage:

- Use separate freezers for meat, poultry, seafood, bakery/pastry, and other frozen items.
- Avoid mixing categories.
- Temperature checks every 4 hours; records maintained.

Dry Storage:

- Goods off the floor and away from walls.
- Sealed, pest-proof containers.
- Humidity monitors installed.
- Temperature & humidity recorded twice daily.

Cleaning & Sanitation:

- Routine cleaning daily (floors, shelves, equipment).
- Deep cleaning as per schedule; records maintained.
- No chemicals stored near food

General: Avoid overloading, allow airflow, ensure proper labelling (delivery date, expiry, batch code) and pest-control in all storage areas.

4. ISO 22000 & HACCP ESSENTIALS



- **Traceability:** Every product must be traceable to supplier, batch, expiry and delivery date.
- **Monitoring:** Record temps, humidity, hygiene & pest checks.
- **Corrective Action:** Take & record immediate action if limits are breached.
- **Verification:** Supervisors to perform spot checks & audits.
- **Hygiene (GHP):** Staff wear clean uniforms, gloves, hairnets; no jewelry, smoking, or eating in storage/receiving areas.
- **Records:** Delivery checks, temp logs (4h), dry storage logs (2x/day), cleaning, pest control, non-conformances.

Reminder: Food safety begins at receiving, continues with proper storage, and is maintained through FIFO, cleaning, and record-keeping. Report issues immediately to Supervisor/QA.