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Issue History			
<b>Issue No</b>	<b>Description of Change</b>	<b>Originator</b>	<b>Effective Date</b>
1	Initial Release	FSTL	September 5/2022
REFERENCE DOCUMENTS			
Document Number		Document Title	
ISO 22000:2018		Pre –request programs –Clause 8.2	

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## 1. PURPOSE

The purpose of this section is to control contamination by keeping inbound material and outbound products safe and to ensure that ingredients, product in process, finished product, and packaging material are stored properly.

## 2. SCOPE

This guideline is applicable for the following sections:

- Carrier inspection.
- Receiving and shipping
- Segregation of returned or damaged products
- Storage of approved material and product
- Storage of incoming materials
- Control of non-food chemicals, receipt and storage
- Handling and dispensing of chemicals
- Stock rotation and storage of product that is ready for transporting
- Managing returned product


## 3. ACTIVITIES

### 3.1 Carrier Inspection, Material Loading & Unloading

- Personnel responsible for inbound ingredients, finished product, and packaging material handling and inspection are trained so as to inspect for damage and/or contamination.

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- Incoming materials and outgoing finished products are transported under conditions that prevent damage.

### **Responsibility**

#### **Inbound Material and Outbound Finished Product,**

- The Receiving Employee(s) is responsible for the inspection of inbounded wheat,
- The transporting Employee(s) is responsible for the inspection of outbound finished product (flour)

Incoming material and transporting information is entered into the Facility Management System (inventory system) by Warehouse and material control manager.

### **Frequency**

#### **Inbound and Outbound Activities:**

- The inbound carriers are inspected every load.
- The outbound carriers are inspected every load.


### **4. RECORDS**

OF/WFC/123 .....temperature/humidity record format

### **5. DEVIATIONS and CORRECTIVE ACTIONS**

When a deviation occurs, the employee reports the deviation to the designated individual in charge who will follow the appropriate corrective action that is documented on the Deviation and Corrective Action Form.

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### **When Deviations Occur:**

- The Quality support specialist decides what corrective actions are to be taken when deviations occur.
- ISO team Leader ensures that any deviations are recorded and rectified with an appropriate corrective action.
- The cause of the deviation is determined and recorded. The necessary corrective action is determined so as to provide a permanent solution.
- When an appropriate corrective action is not immediately established, the designated individual in charge will cease and isolate the deviation.
- All Managers and Supervisory staff ensure employees are encouraged to report any deviations.
- Employee training provides acceptable food safety information. It is the responsibility of every employee to know the company's food safety practices associated with each food, product or material so as to identify any deviations.

### **Examples of Deviations & Corrective Actions:**


#### **Transportation & Receiving**

- ❖ If material is contaminated or damaged during transport, the material is rejected. A receipt document is completed by the carrier driver and signed by the receiving employee or designated personnel.
- ❖ If the carrier has evidence of pest infestation, receiving employee or designated personnel notifies the designated personnel to reject the order.

#### **Verification**

- Transportation system are verified by Warehouse & material control manager as per procedures.

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- The HACCP team leader verifies that corrective actions have been implemented.


## STORAGE

### Activities

#### Incoming Material Storage

- Incoming ingredients and packaging material are staged (organized) upon receiving.
- Product is staged to ensure there is no cross contamination.
- Type of rotation is First in First Out, or First Expire First Out.
- Incoming ingredients, process aids, and packaging material are stored off the floor (five inches or more)
- Incoming ingredients, process aids, and packaging material that are stored at ground level are kept away from the wall (18 inches) or there is a program to ensure cleaning and inspection as well as to ensure proper air circulation.
- Storage areas do not past maximum capacity (not past the load line)
- Large items such as drums made of impervious materials, that will not be handled in a manner that contaminates ingredients or work-in-process materials may be stored directly on the floor. Additional measures must be taken to ensure no pest control issues arise.
- A policy is implemented to minimize dust in the Factory and keep dusty materials away from processing areas.
- Materials stored for an extended period are covered or wrapped. Such material is kept to a minimum.
- Materials are protected from direct sunlight.

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- First-Expire First-Out rotation system is implemented and monitored for incoming material.
- Temperature versus Humidity should be in between 18°c/ 68% - 25°c/80°c

### **Chemicals Receiving and Storage**

- Chemicals such as lubricants, oils, grease , cleaners and sanitizers are identified, labeled, controlled, and accompanied with Material Safety Data Sheet
- Food-grade lubricants are used in the production line where there is a potential for direct or incidental product contact. Typically lubricants that are used above the process lines are food-grade. If nonfood-grade lubricants are used above process lines, drip pans under drive unit are installed to prevent material and product contamination.
- All temporary containers used for chemical dispensing are labeled.
- All personnel are trained on handling chemicals in handling procedures.
- Unapproved product, non-food grade chemicals, maintenance chemicals, allergens, customer or research and development samples, are identified, labeled, and segregated from the production areas.


Allergens are identified and controlled to prevent cross contamination.

### **Product Storage**

- Outgoing product is staged (organized) prior to loading.
- Product is staged to ensure there is no cross contamination.
- Type of rotation First Expire First out.
- Storage areas do not past maximum capacity (not past the load line)
- All finished products have no direct contact to the floor and wall. They are stored off the floor (five inches or more)

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- Finished products that are stored at ground level are kept away from the wall (18 inches) or there is a program to ensure cleaning and inspection.
- Storage areas do not past maximum capacity (not past the load line)
- There is adequate spacing for inspection and cleaning of product rows.
- Personnel responsible for handling finished product are properly trained to prevent contamination and damage.
- All finished products are protected from direct sun light.
- Temperature versus Humidity should be in between 18°c/ 68% - 25°c/80°c

#### **Recalled/Returned/Held Product**

- Hold procedures are documented and implemented (e.g. Recalled product)
- All recalled, returned, or held product are properly inspected and dealt with accordingly.
- All held product is clearly identified.
- All recalled, returned, or held product, or material is contained in a designated area or controlled through the Warehouse Management System (inventory system).
- After conducting risk assessment by quality assurance department, proper disposition such as disposal or salvage of returned product is implemented.

#### **Responsibility**


##### **Responsibility for Receiving and Storage Activities:**

- The Receiving Employee is responsible for staging and storage after receiving.
- The transporting Employee is responsible for staging and storage before loading.

#### **Frequency**

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- The inbound ingredients and packaging material is staged and stored every load.
- The outbound product is staged and loaded every load.

### **Deviations and Corrective Actions**

When a deviation occurs, the employee reports the deviation to the designated individual in charge who will follow the appropriate corrective action that is documented on the Deviation and Corrective Action Form.


#### **When Deviations Occur:**

- The Quality support specialist decides what corrective actions are to be taken when deviations occur.
- The Quality support specialist ensures that any deviations are recorded and rectified with an appropriate corrective action.
- The cause of the deviation is determined and recorded. The necessary corrective action is determined so as to provide a permanent solution.
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#### **Support Documents**

- Corrective Action Records-(OF-WFC -25)

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