

SOP: Ingredient Storage, Handling, and Inventory Management

This SOP details **ingredient storage, handling, and inventory management** protocols to ensure the proper preservation, safety, and efficient use of ingredients. It includes guidelines for correct storage conditions, handling procedures to prevent contamination and spoilage, systematic inventory tracking, and regular stock rotation. The objective is to maintain ingredient quality, minimize waste, and support smooth production operations through effective inventory oversight.

1. Purpose

To outline standardized procedures for the storage, handling, and inventory management of all ingredients used in production, ensuring their safety, quality, and efficient utilization.

2. Scope

This SOP applies to all staff involved in receiving, storing, handling, and tracking ingredients within the facility.

3. Responsibilities

- **Warehouse/Storage Staff:** Adhere to procedures for storage and handling, report any discrepancies or spoilage.
- **Inventory Manager:** Monitor stock levels, ensure accurate records, and implement stock rotation.
- **Quality Assurance:** Inspect ingredients for quality and compliance with storage requirements.

4. Procedure

1. **Ingredient Receipt & Inspection**
 - Verify delivery against purchase orders and inspect for damage or signs of spoilage.
 - Document receipt date and initial quality check.
2. **Storage Conditions**
 - Store ingredients in designated areas according to their specific temperature, humidity, and light requirements.
 - Clearly label all products with identification, batch/lot numbers, and expiration dates.
 - Ensure all storage areas are clean, organized, and pest-free.
3. **Handling Procedures**
 - Use clean utensils and equipment when handling ingredients to prevent contamination.
 - Wear appropriate personal protective equipment (PPE) as needed.
 - Handle ingredients gently to minimize physical damage or spillage.
4. **Inventory Management**
 - Maintain a real-time inventory system to track stock levels, usage, and expiration dates.
 - Implement FIFO (First-In, First-Out) or FEFO (First-Expire, First-Out) stock rotation.
 - Conduct regular inventory audits and reconcile discrepancies.
5. **Spoilage and Waste Management**
 - Promptly remove expired or compromised ingredients from storage.
 - Document and report all wastage per company protocol.

5. Documentation & Records

- Maintain records of ingredient receipts, quality checks, storage logs, and inventory movements.
- All documentation to be reviewed periodically and stored according to company policy.

6. Review & Revision

- Review this SOP annually or as needed to accommodate changes in regulations or operations.
- Document all revisions with date and description of changes.