SOP Template: Food Receiving Inspection Procedures

This SOP details **food receiving inspection procedures** to ensure the quality and safety of incoming food products. It includes verifying supplier documentation, checking product temperature, inspecting packaging integrity, assessing product appearance and condition, verifying labeling and expiration dates, and recording inspection results. The goal is to prevent contamination, spoilage, and ensure compliance with food safety standards before acceptance and storage.

1. Purpose

To prevent contamination, spoilage, and ensure compliance with food safety standards through thorough inspection of all received food products.

2. Scope

This procedure applies to all personnel involved in receiving and inspecting food deliveries at [Facility Name].

3. Responsibilities

- Receiving staff: Inspect food deliveries according to this SOP.
- Supervisors/Managers: Oversee process, review records, take corrective actions if needed.

4. Procedure

1. **Verify Supplier Documentation**
   - Check delivery against purchase order/invoice and approved supplier list.
   - Ensure all required documentation (COA, allergen info, etc.) is provided.
2. **Check Product Temperature**
   - Measure temperature of perishable items using a calibrated thermometer.
   - Accept if within required temperature range (e.g., refrigerated ≤5°C, frozen ≤-18°C).
   - Reject if temperature is out of specification.
3. **Inspect Packaging Integrity**
   - Check for damaged, broken, leaking, bulging, or unsealed packaging.
   - Reject products with compromised packaging.
4. **Assess Appearance and Condition**
   - Examine for signs of spoilage (odor, discoloration, mold, pests, etc.).
   - Reject if product does not meet quality standards.
5. **Verify Labeling and Expiration Dates**
   - Ensure product labels are clear, match order, and include all required information.
   - Check that expiration/use by dates are current and meet storage requirements.
   - Reject expired or mislabelled items.
6. **Record Inspection Results**
   - Complete receiving log or inspection form for each delivery.
   - Note any deficiencies, actions taken (accept/reject), and personnel initials.
   - Report and isolate any non-conforming products.

5. Documentation

- Receiving Logs
- Inspection Forms
- Corrective Action Reports

6. Records Retention

All inspection records must be retained for a minimum of [X] years, per company policy and regulatory requirements.

7. Attachments

Form/Log	Description
Food Receiving Log	Record details of each delivery inspection, results, and actions.
Product Rejection Form	Document non-conforming products and actions taken.

8. Revision History

Date	Revision	Description	Author
[yyyy-mm-dd]	1.0	Initial release	[Name]