

Standard Operating Procedure (SOP): Food Sourcing and Receiving Procedures

This SOP details the **food sourcing and receiving procedures**, covering vendor selection and approval, quality and safety standards verification, ordering and delivery scheduling, inspection and acceptance of deliveries, proper documentation and record-keeping, temperature control during receipt, handling of damaged or non-compliant products, and storage protocols. The objective is to ensure that all food products are sourced from reputable suppliers and received in optimal condition to maintain food safety and quality throughout the supply chain.

1. Purpose

To establish uniform guidelines for sourcing food from approved vendors and receiving food items in a manner ensuring safety, quality, and regulatory compliance.

2. Scope

This SOP applies to all personnel involved in the procurement and receiving of food products at [Facility Name].

3. Responsibilities

- **Purchasing Department:** Vetting, approving, and re-evaluating vendors; placing orders.
- **Receiving Team:** Inspecting and accepting or rejecting deliveries; record-keeping.
- **Food Safety Officer:** Training staff; ensuring compliance with food safety standards.

4. Procedure

1. Vendor Selection and Approval:

- Maintain an approved supplier list. Only source from vendors that meet [Facility]'s food safety, quality, and regulatory standards.
- Verify vendor certifications (e.g., HACCP, GFSI, local authority certificates) annually.

2. Ordering and Delivery Scheduling:

- Place orders according to established inventory levels and demand forecasts.
- Communicate delivery schedules clearly to suppliers. Specify receiving hours; avoid deliveries outside approved windows.

3. Receiving Deliveries:

- Inspect delivery vehicles for cleanliness and temperature control upon arrival.
- Reject deliveries from unsanitary or damaged vehicles.

4. Inspection and Acceptance Criteria:

- Visually check products for damage, contamination, spoilage, or pest activity.
- Verify product labels, expiration/use-by dates, and that quantities match order forms.
- Measure product temperatures (e.g., chilled $\pm 41^{\circ}\text{F}$, frozen $\pm 0^{\circ}\text{F}$).
- Document and photograph any discrepancies, damage, or deviations; notify supervisor and supplier immediately.

5. Temperature Control:

- Use calibrated thermometers to check temperatures of perishable goods on receipt.
- Record temperatures on the receiving log. Reject items outside safe temperature ranges.

6. Handling Damaged/Non-Compliant Products:

- Segregate and label rejected or damaged products; record details in rejection log.
- Arrange prompt return or disposal per facility policy.

7. Documentation and Record-Keeping:

- Complete receiving logs for all deliveries (date, time, supplier, items, quantities, temperatures, inspector).

- Maintain records for at least [X] years as per local regulations.

8. Storage Protocols:

- Promptly store accepted food items by category (dry, refrigerated, frozen) under proper conditions.
- Label products with date received and use the FIFO (first-in, first-out) inventory method.

5. Records

Record Type	Responsible Person	Retention Period
Approved Supplier List	Purchasing Dept	Annually updated
Receiving Logs	Receiving Team	[X] years
Temperature Logs	Receiving Team	[X] years
Incident Reports (Damaged/Rejected Goods)	Receiving Team	[X] years

6. References

- FDA Food Code
- [Local/State] Food Safety Regulations
- Company Food Safety & Quality Policy

7. Revision History

Date	Revision	Description	Approved by
[Date]	1.0	Initial release	[Name/Title]