

Standard Operating Procedure (SOP): Receiving and Storage of Ingredients

This SOP details the **receiving and storage of ingredients**, covering procedures for inspection upon delivery, verification of ingredient quality and quantity, proper documentation, and adherence to safety and hygiene standards. It also includes guidelines for organized storage, temperature control, shelf-life management, and prevention of contamination to ensure ingredient integrity and maintain product quality throughout the supply chain.

1. Purpose

To establish a standardized process for the receiving and storage of ingredients, safeguarding their quality and safety, and maintaining compliance with regulatory and company requirements.

2. Scope

This SOP applies to all personnel involved in the receiving, inspecting, recording, and storage of raw materials and ingredients at [Facility/Company Name].

3. Responsibilities

- **Receiving Staff:** Inspect deliveries, verify documents, and report deviations.
- **Quality Assurance:** Oversee compliance with inspection protocols and training.
- **Warehouse Staff:** Store ingredients as per specified conditions; monitor inventory.

4. Procedure

1. Preparation

- Ensure receiving area and storage facility are clean, organized, and free from pests/contaminants.

2. Receiving Ingredients

- Check delivery vehicle for cleanliness and temperature control (if applicable).
- Confirm delivery documents match purchase order (ingredient name, quantity, lot/batch number, supplier, etc.).

3. Inspection Upon Delivery

- Visually inspect packaging for damage, tampering, or contamination.
- Check labeling for proper identification, expiry/manufacture date, allergen/warning info.
- For perishable ingredients, measure temperatures and record on Intake Log.

4. Verification and Documentation

- Record details in the Receiving Log (see sample table below).
- Note discrepancies or non-conformances and immediately notify supervisor/QA.

5. Storage

- Assign storage location based on ingredient type (dry, chilled, frozen, segregated allergens, etc.).
- Ensure First-In, First-Out (FIFO) or First-Expired, First-Out (FEFO) is practiced.
- Monitor humidity and temperature using calibrated devices; document readings routinely.
- Store ingredients off the floor and away from walls to allow air circulation and inspection.

6. Hygiene & Safety

- Observe personal hygiene at all times during handling of ingredients.
- Immediately clean spills or remove compromised stock per company policy.

7. Shelf-Life Management & Stock Rotation

- Label all items with date received and expiry/use-by date.
- Perform regular stock checks for expired or damaged products; dispose according to company protocol.

8. Prevention of Cross-Contamination

- Use dedicated storage areas for allergens and incompatible materials.
- Maintain clear signage and barriers where necessary.

5. Documentation

Date/Time	Supplier	Ingredient Name	Lot/Batch No.	Qty. Received	Condition/Temp on Arrival	Inspected By	Remarks
2024-06-18	ABC Farms	Whole Wheat Flour	WWF240618	200 kg	Dry/22Â°C	R. Smith	No issues
2024-06-18	FreshMilk Co.	Pasteurized Milk	PM180624	80 L	Chilled/4Â°C	L. Chen	Sealed cartons, OK

6. References

- Company Food Safety Policy
- Local and national food safety regulations
- Supplier specifications and agreements

7. Revision History

Date	Version	Description	Author
2024-06-18	1.0	Initial SOP creation	QA Team