

# Standard Operating Procedure (SOP): Food Receiving and Inspection Procedures

This SOP details **food receiving and inspection procedures** to ensure the quality, safety, and compliance of incoming food products. It covers steps for verifying delivery documentation, inspecting packaging and product condition, checking temperature controls, identifying and handling damaged or non-compliant items, and documenting inspection results. The procedure aims to maintain food safety standards, prevent contamination, and ensure only approved goods enter the facility.

## 1. Purpose

To establish standardized procedures for receiving and inspecting food products, ensuring only safe and approved goods are accepted into the facility.

## 2. Scope

This procedure applies to all staff responsible for receiving, inspecting, and handling food deliveries at this facility.

## 3. Responsibilities

- **Receiving Staff:** Follow inspection procedures, document findings, and report non-compliance.
- **Supervisors:** Monitor adherence to procedures and resolve any deviations or issues.

## 4. Procedures

1. **Preparation & Documentation**
  - Ensure receiving area is clean and ready for delivery.
  - Obtain and review the purchase order and delivery documentation.
2. **Visual Inspection of Vehicle and Personnel**
  - Verify delivery vehicle is clean and in good condition.
  - Ensure delivery personnel maintain proper hygiene and PPE.
3. **Verification of Delivery Documentation**
  - Match supplier details, quantities, and food descriptions against the purchase order.
  - Check for proper dates, batch/lot numbers, and certification as required.
4. **Inspection of Packaging and Product Condition**
  - Examine packaging for damage, leaks, signs of tampering, or infestation.
  - Assess product appearance, odor, and integrity.
5. **Temperature Control Check**
  - Verify temperatures of perishable foods using a calibrated thermometer before acceptance.
  - Reject any products not meeting temperature specifications (e.g., chilled  $\pm 5^{\circ}\text{C}/41^{\circ}\text{F}$ , frozen  $\pm 18^{\circ}\text{C}/0^{\circ}\text{F}$ ).
6. **Identification and Handling of Non-Conforming Items**
  - Segregate and label any damaged, spoiled, or non-compliant products.
  - Notify supervisor and follow procedures for return or disposal.
7. **Acceptance of Approved Items**
  - Move accepted items promptly to appropriate storage areas.
  - Maintain cold chain for temperature-sensitive goods at all times.
8. **Documentation**
  - Complete receiving and inspection records, noting date, time, products, quantities, and inspection results.
  - Report and document any deviations or corrective actions taken.

## 5. Records

- Receiving logs
- Temperature records
- Inspection checklists
- Non-conformance and corrective action reports (if applicable)

## 6. References

- Applicable food safety standards and regulations
- Internal quality policies and documentation requirements

## 7. Revision History

Version	Date	Description	Approved By
1.0	2024-06	Initial release	

**Note:** All staff must be trained in this SOP and understand their roles in the food receiving and inspection process to uphold food safety standards.