SOP: Order Holding, Storage, and Temperature Control Protocols

Purpose

This SOP details **order holding, storage, and temperature control protocols**, emphasizing proper handling, organized storage, and strict temperature monitoring to ensure product quality and safety. It covers procedures for receiving, verifying, and storing orders, maintaining optimal temperature ranges for perishable items, regular inspection routines, and compliance with industry standards to prevent contamination and spoilage.

Scope

This procedure applies to all personnel involved in order receiving, storage, and temperature control management for perishable and non-perishable goods.

Responsibilities

- **Warehouse Staff:** Properly receive, verify, handle, and store products following protocol.
- **Supervisors/Managers:** Monitor compliance, perform regular inspections, and ensure documentation is maintained.
- **Quality Assurance:** Verify that temperature and storage standards are adhered to.

Procedures

1. **Receiving Orders**
   - Inspect incoming shipments for visible damage, proper labeling, and correct order quantity.
   - Verify temperature of products upon arrival, especially for chilled or frozen items.
   - Document findings and report discrepancies immediately to supervisor.
2. **Order Holding and Storage**
   - Assign storage locations based on product type, temperature requirements, and rotation schedule (FIFO).
   - Store perishable items immediately in designated refrigerated or freezer units.
   - Ensure dry goods are stored in clean, dry, pest-free environments off the floor and away from walls.
3. **Temperature Control**
   - Maintain and monitor temperature-controlled storage units as per the table below.
   - Check and log temperatures at least **twice daily** (start/end of shift).
   - Calibrate temperature monitoring devices monthly; record calibration checks.
   - Immediately address any temperature deviations; quarantine affected products and notify QA for assessment.
4. **Regular Inspections**
   - Conduct weekly inspections for cleanliness, pest control, and product integrity.
   - Remove and document any spoiled or contaminated items following waste disposal protocols.
   - Maintain records of all inspections and corrective actions taken.
5. **Compliance and Documentation**
   - Adhere to relevant regulatory and industry standards (e.g., FDA, HACCP).
   - Maintain up-to-date logs of all activities (receiving, storage, temperature monitoring, inspections).

Temperature Guidelines

Product Type	Storage Temperature Range	Monitoring Frequency
Refrigerated Products (e.g., dairy, raw meat)	0°C to 4°C (32°F to 39°F)	Twice Daily
Frozen Products	-18°C (0°F) or below	Twice Daily
Dry Goods	10°C to 21°C (50°F to 70°F); humidity < 60%	Weekly

Documentation

- Receiving Logs
- Temperature Logs/Charts
- Inspection Checklists and Reports
- Corrective Action Forms
- Calibration Records

Review and Training

- All staff must review this SOP during initial training and annually thereafter.
- Updates to the SOP will be communicated promptly and additional training provided as necessary.

References

- FDA Food Code
- HACCP Guidelines
- Company Policy Manual