

SOP: Receiving and Inspecting Food Deliveries

This SOP details the process of **receiving and inspecting food deliveries**, including verifying delivery documentation, checking the condition and temperature of food items, assessing packaging integrity, identifying and rejecting damaged or spoiled products, ensuring compliance with food safety standards, and proper documentation of inspections. The goal is to maintain food quality and safety from the point of delivery to prevent contamination and ensure proper inventory management.

1. Purpose

To establish a standardized procedure for receiving and inspecting food deliveries to ensure quality, safety, and compliance with regulatory and company standards.

2. Scope

This procedure applies to all employees involved in receiving, inspecting, and handling food deliveries at the facility.

3. Responsibilities

- Receiving staff: Verify documentation, inspect products, document findings, and notify supervisor of discrepancies.
- Supervisor/Manager: Review inspection records, address non-compliance issues, and communicate with suppliers when necessary.

4. Procedure

- 1. Prepare for Delivery:**
 - Ensure receiving area is clean, organized, and ready for incoming goods.
 - Have inspection tools (thermometers, inspection checklists, pens, labels, etc.) available.
- 2. Verify Delivery Documentation:**
 - Obtain and review delivery manifest/invoice from the delivery driver.
 - Confirm delivery details match the purchase order (supplier name, items, quantities, and date).
- 3. Check Condition and Temperature of Food Items:**
 - Visually inspect all items for signs of damage, contamination, or spoilage.
 - Use a calibrated thermometer to check the temperature of refrigerated and frozen items:
 - Refrigerated items: $\pm 5^{\circ}\text{C}$ (41°F)
 - Frozen items: $\pm 18^{\circ}\text{C}$ (0°F)
- 4. Assess Packaging Integrity:**
 - Check that all packaging is intact and not damaged, leaking, or tampered with.
 - Look for proper labeling (product name, expiration/use by date, allergens, etc.).
- 5. Identify and Reject Damaged or Spoiled Products:**
 - Reject items that are out of temperature range, damaged, spoiled, or do not meet quality standards.
 - Clearly mark and separate rejected items. Document reasons for rejection on the inspection form.
- 6. Accept and Store Approved Products:**
 - Approve items that pass inspection and update the inventory records.
 - Promptly store food items at the appropriate temperature zones.
- 7. Document Inspection:**
 - Complete and sign the delivery inspection form, noting any discrepancies or rejections.
 - File inspection records according to the facility's record-keeping procedures.
- 8. Report Issues:**
 - Notify the supervisor or manager of significant issues or recurring supplier non-compliance.
 - Communicate with the supplier as needed to resolve problems.

5. Documentation

- Delivery inspection forms
- Temperature logs
- Rejected goods reports
- Communication records with suppliers (as applicable)

6. References

- Local food safety regulations and guidelines
- Company food safety and quality policies

7. Revision History

| Date | Version | Description | Author |
|------------|---------|-----------------|-------------|
| 2024-06-08 | 1.0 | Initial release | [Your Name] |