SOP: Food Receiving Temperature Checks Procedures

This SOP details the **food receiving temperature checks procedures**, ensuring that all incoming food products meet safety and quality standards. It covers the proper use of temperature measuring devices, criteria for acceptable temperature ranges upon delivery, documentation requirements, and corrective actions for non-compliant shipments. The procedure aims to prevent foodborne illnesses by maintaining cold chain integrity from the moment of receipt.

1. Purpose

To ensure that all foods delivered to the facility are at safe temperatures, preventing the risk of foodborne illnesses and maintaining product quality.

2. Scope

This procedure applies to all personnel involved in the receiving and inspection of food deliveries at the facility.

3. Responsibility

- Receiving personnel: Responsible for checking and recording food temperatures upon delivery.
- Supervisors/Managers: Responsible for ensuring compliance and overseeing corrective actions.

4. Equipment Needed

- Calibrated food thermometer (probe type)
- Sanitizing wipes for thermometer between uses
- Temperature log sheet or digital recording system
- Disposable gloves

5. Procedure

1. **Prepare for Inspection:**
   - Ensure thermometer is clean, sanitized, and properly calibrated.
   - Wear disposable gloves before handling food packages.
2. **Check Product Temperatures:**
   - Upon arrival, immediately measure the temperature of:
     - Refrigerated foods: Insert probe into the center of the product, avoiding packaging.
     - Frozen foods: Check surface temperature; if possible, insert probe between products.
3. **Acceptable Temperature Ranges:**

Food Type	Acceptable Temperature
Refrigerated Foods	â‰¤ 5Â°C (41Â°F)
Frozen Foods	â‰¤ -18Â°C (0Â°F)
Hot Foods (if applicable)	â‰¥ 60Â°C (140Â°F)

4. **Record Findings:**
   - Document temperature readings, delivery date/time, product name, supplier, and inspector initials on the log sheet or in the digital system.
5. **Corrective Actions for Non-Compliant Deliveries:**
   - Reject shipments exceeding the acceptable temperature range, except when a risk-based evaluation justifies conditional acceptance with documentation.
   - Notify the supervisor and the supplier immediately.
   - Document the action taken on the temperature log and report for follow-up.
6. **Sanitize Equipment:**
   - Sanitize thermometer between uses and after completing all checks.

6. Documentation

All temperature checks must be recorded promptly and retained as per the facility's record-keeping policy.

7. Review and Training

- This SOP must be reviewed annually or when regulations/standards change.
- All relevant staff must be trained in these procedures and records of training maintained.

8. References

- Local food safety regulations
- FDA Food Code (latest edition)
- Facility food safety management system