

# Standard Operating Procedure (SOP)

## Receiving and Inspection of Food Items

This SOP details the **receiving and inspection of food items**, including guidelines for verifying delivery accuracy, checking the condition and quality of food products, ensuring proper temperature control during transport, identifying signs of contamination or damage, documenting discrepancies or defects, and establishing protocols for acceptance or rejection of shipments. The objective is to maintain food safety, prevent contamination, and ensure that only high-quality ingredients enter the production or storage areas.

### 1. Purpose

To outline the procedures for receiving and inspecting all food items delivered to ensure safety, quality, and compliance with organizational standards and regulatory requirements.

### 2. Scope

This SOP applies to all staff members responsible for receiving food items at any facility, including restaurants, kitchens, or storage warehouses.

### 3. Responsibilities

- Receiving staff: Perform inspections and complete documentation.
- Supervisors/Managers: Oversee the process and resolve discrepancies.
- Vendors/Delivery Personnel: Participate in the inspection process if required.

### 4. Materials & Equipment

- Receiving log or digital system
- Thermometers (probe or infrared)
- Inspection forms/checklists
- Gloves (disposable)
- Sanitizing supplies
- Camera (optional, for documentation)

### 5. Procedure

#### 1. Preparation

- Ensure the receiving area is clean and organized.
- Verify receiving supplies (forms, thermometers, gloves) are available.

#### 2. Verification of Delivery

- Check delivery against the purchase order (PO) or invoice for accuracy of product types, quantities, and brands.
- Record any missing or extra items.

#### 3. Inspection of Packaging and Food Condition

- Examine packaging for damage, tears, leaks, or signs of tampering.
- Visually inspect for pests, mold, or signs of contamination.

#### 4. Temperature Control

- Measure the temperatures of perishable items upon receipt:
  - Refrigerated foods:  $\pm 5^{\circ}\text{C}$  ( $41^{\circ}\text{F}$ )
  - Frozen foods:  $\pm 18^{\circ}\text{C}$  ( $0^{\circ}\text{F}$ )
- Document any item received outside these limits.

#### 5. Quality Assessment

- Check for appropriate color, texture, and odor.
- Verify product dates (expiration/use-by/manufacturing date).
- Refer to specification sheets for quality parameters as needed.

#### 6. Documentation

- Complete receiving log or digital entry with all findings.
- Record any damages, discrepancies, or non-conformances.
- Take photos if necessary for evidence.

7. **Acceptance or Rejection**

- Reject and segregate items that do not meet requirements (damaged, spoiled, incorrect temperature, etc.).
- Notify supervisor and supplier immediately for resolution or return.
- Accept and move inspected items into appropriate storage areas promptly.

6. **Records & Documentation**

Document Type	Responsible Person	Retention Period
Receiving Logs	Receiving Staff	1 year
Inspection Checklists	Receiving Staff	1 year
Photos/Evidence	Supervisor	As required for claims

7. **References**

- Food Safety Modernization Act (FSMA)
- Local and federal food safety regulations
- Company food safety policy

8. **Revision History**

Version	Date	Summary of Changes	Author
1.0	2024-06-22	Initial release	QA Manager