

# Standard Operating Procedure (SOP): Food Transportation and Delivery Logistics

This SOP details **food transportation and delivery logistics**, covering key processes such as route planning and optimization, vehicle maintenance and sanitation standards, temperature control protocols, loading and unloading procedures, safety and compliance with food safety regulations, proper handling to prevent contamination, delivery scheduling and coordination, and documentation and tracking of shipments. The objective is to ensure timely, safe, and efficient delivery of food products while maintaining quality and safety throughout the supply chain.

## 1. Scope

Applies to all food transportation and delivery personnel, including logistics, warehouse, and quality assurance teams involved in the food supply chain.

## 2. Responsibilities

- **Logistics Manager:** Oversee route planning, vehicle allocation, compliance, and documentation.
- **Drivers:** Adhere to SOP, maintain vehicle hygiene, monitor temperature, handle goods safely, and complete logbooks.
- **Warehouse Staff:** Follow loading/unloading procedures and maintain hygienic conditions.
- **Quality Assurance:** Monitor compliance with food safety standards during transit.

## 3. Procedures

### 3.1 Route Planning and Optimization

- Plan routes daily to minimize transit time and avoid traffic/roadblocks.
- Use GPS and route optimization software for efficient delivery sequencing.
- Schedule deliveries during off-peak hours when possible.

### 3.2 Vehicle Maintenance and Sanitation Standards

- Conduct pre-trip inspections (tires, brakes, fluids, temperature controls).
- Clean and sanitize vehicle cargo areas before and after use.
- Maintain a **Sanitation Log** for all vehicles.

### 3.3 Temperature Control Protocols

- Set refrigeration/freezer units to required temperatures before loading food products.
- Monitor temperature continuously with data loggers or sensors.
- Record temperatures at departure and arrival points.

### 3.4 Loading and Unloading Procedures

- Use clean, sanitized loading equipment (pallets, lifts, gloves).
- Stack products to prevent damage and allow air circulation.
- Unload goods promptly at destination to minimize exposure.

### 3.5 Safety and Regulatory Compliance

- Comply with legal and customer-specific food safety requirements (e.g., FSMA, HACCP, local regulations).
- Drivers and staff must wear appropriate PPE (gloves, hairnets, aprons) as required.
- Regularly train staff on updated food safety, handling, and emergency protocols.

### 3.6 Proper Handling to Prevent Contamination

- Do not transport non-food items or chemicals with food products.
- Separate raw, cooked, and allergenic foods to prevent cross-contamination.
- Immediately report damaged packaging to supervisors.

### 3.7 Delivery Scheduling and Coordination

- Coordinate with recipients to confirm delivery times and special requirements.
- Notify receiving parties prior to arrival (ETA or alerts via phone/app).
- Document any delays or incidents during transit.

### 3.8 Documentation and Tracking of Shipments

- Maintain accurate shipment documentation (invoices, delivery notes, temperature logs).
- Use digital tracking/software for real-time shipment status and location updates.
- Archive all records as per company policy and legal requirements.

## 4. Documentation

Document Name	Responsibility	Retention
Daily Vehicle Inspection Log	Driver	6 months
Sanitation Log	Warehouse Staff	12 months
Temperature Control Log	Driver/Quality Assurance	12 months
Delivery Receipt & Tracking	Logistics Manager	12 months

## 5. References

- Food Safety Modernization Act (FSMA)
- HACCP Principles and Guidelines
- Relevant local regulations/standards
- Company Food Safety Policy

## 6. Revision History

Date	Version	Description	Approved By
2024-06-10	1.0	Initial Release	[Manager Name]