

SOP Template: Segregation and Handling of Perishable or Sensitive Goods

1. Purpose

This SOP defines the procedures for **segregation and handling of perishable or sensitive goods**, emphasizing proper identification, storage conditions, and transportation methods to prevent spoilage, contamination, and damage. It outlines guidelines to maintain product integrity and comply with regulatory requirements.

2. Scope

This procedure applies to all personnel involved in the receipt, storage, handling, inventory, and transportation of perishable or sensitive goods within the organization.

3. Responsibilities

- Warehouse/Store Staff:** Ensure correct segregation, storage, and handling as per defined standards.
- Supervisors:** Monitor compliance, oversee training, and manage inventory records.
- Logistics Team:** Ensure transportation conditions meet product requirements.

4. Definitions

Term	Definition
Perishable Goods	Items liable to spoil or deteriorate if not stored and handled under specific conditions (e.g., fresh foods, pharmaceuticals).
Sensitive Goods	Items requiring controlled environments to maintain quality, such as temperature, humidity, or protection from contamination (e.g., chemicals, electronics).

5. Procedure

- Identification**
 - Clearly label all perishable and sensitive goods upon receipt.
 - Use color-coded tags, barcodes, or RFID as appropriate.
- Segregation**
 - Separate goods based on temperature requirements, allergen content, and risk of cross-contamination.
 - Designate distinct zones/areas within storage facilities for different categories.
- Storage Conditions**
 - Store at recommended temperatures and humidity levels (see table below).
 - Monitor and record environmental conditions regularly (at least twice daily).

Product Type	Temperature Range	Special Notes
Fresh Produce	2-8Â°C	Avoid ethylene exposure; monitor for spoilage.
Dairy Products	1-4Â°C	Keep sealed to prevent contamination.

Frozen Goods	-18Â°C or below	No thawing allowed during storage and transit.
Pharmaceuticals	See manufacturer's guidelines	Prevent exposure to light, moisture.

4. **Packaging Standards**

- Utilize appropriate packaging material to prevent spoilage and damage.
- Ensure packaging is sealed, labeled, and tamper-evident.

5. **Inventory Management**

- Implement First-Expire-First-Out (FEFO) or First-In-First-Out (FIFO) methods.
- Conduct regular stock audits for expiry and quality checks.

6. **Transportation**

- Only use clean, temperature-controlled vehicles.
- Verify vehicle setpoint and product temperature prior to loading and unloading.

7. **Staff Training**

- Train all relevant staff on identification, segregation, and handling procedures.
- Document training and conduct refreshers annually or as needed.

6. **Documentation**

- Maintain logs of temperature/humidity checks, receipt, storage, and dispatch.
- Keep records of training, stock audits, and incident reports for at least 2 years.

7. **Compliance & Review**

- Ensure compliance with local, national, and international regulations (e.g., FDA, WHO, ISO standards).
- Review SOP annually and update as required based on regulatory, product, or process changes.

8. **References**

- Manufacturer's product guidelines
- Food and Drug Administration (FDA) Regulations
- ISO 22000 – Food Safety Management System
- WHO Good Storage and Distribution Practices

9. **Revision History**

Date	Revision	Description	Approved By
2024-06-01	1.0	Initial SOP release	Quality Manager