



**Title: Storage of Raw Materials, Packaging and Chemicals**

**Objective And Scope**

**WHAT**

This procedure identifies the steps to be followed for the storage of Raw Materials, Packaging and Chemicals.

**WHEN**

This procedure shall be followed whenever Raw Materials, Packaging and Chemicals are being held in storage pending use.

**WHERE**

This procedure shall be followed in all Raw Materials, Packaging and Chemical storage areas.

**WHY**

This procedure shall be followed in order to ensure that all Raw Materials, Packaging and Chemicals are stored appropriately and properly segregated in a manner that will not cause deterioration or contamination.

**PROCEDURE DETAILS**

<b><u>STEP</u></b>	<b><u>ACTIVITY OUTLINE</u></b>	<b><u>RESPONSIBLE OFFICER</u></b>
	<b>Access to all Storage Areas is restricted to Authorised Personnel. Any person sighting unauthorised or unknown persons in Storage Areas is to immediately notify Management.</b>	
	<b>All Storage Areas</b>	
	<b>1</b> Ensure that all Dry Goods storage areas, Chillers, Freezers and Chemical storage areas are cleaned in accordance with Proc No 130 Cleaning - All Areas and PPE.	Storeman .
CCP	<b>2</b> Ensure that all goods are stored off the floor in appropriate shelving, on pallets or in containers that prevent cross contamination.	Storeman .
	<b>3</b> Ensure that all stocks of goods are used on a First In First Out (FIFO) basis to avoid product spoilage. Check "Use By" dates and record on Form No 230-01 Production Record.	Storeman .
QP	<b>4</b> Record Traceability information for all goods released from storage on Form No 230-01 Production Record.	Storeman .
	<b>Freezer</b>	
	<b>5</b> Read Freezer temperature gauge at the start and end of each working day and record results on Form No 220-01 Freezer and Coolroom Temperature Record. (Note temperature should be below -18°C.)	Storeman .
	<b>D5 Detailed Instructions</b>	
	All Freezers are equipped with back to base alarms that will make a call to the company security service in the event of a freezer breakdown. The company security service has a list of after hours contacts to advise in the event of a breakdown.	



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**PROCEDURE DETAILS**

**STEP   ACTIVITY OUTLINE**

**RESPONSIBLE OFFICER**

- 6** Test Freezer breakdown alarm on the last working day of each week and note on Form No 220-01 Freezer and Coolroom Temperature Record.

Storeman .

**D6   Detailed Instructions**

This is normally done on Friday but may be done on either Thursday or Saturday in the event that the Friday is a holiday or that there is production done on the Saturday.

**Chillers**

- CCP 7** Read Chiller temperature gauge at the start and end of each working day and record results on Form No 220-01 Freezer and Coolroom Temperature Record. (Note temperature should be between 0 and 5°C.)

Storeman .

**D7   Detailed Instructions**

All Chillers are equipped with back to base alarms that will make a call to the company security service in the event of a chiller breakdown. The company security service has a list of after hours contacts to advise in the event of a breakdown.

- 8** Test Chiller breakdown alarm on the last working day of each week and note on Form No 220-01 Freezer and Coolroom Temperature Record.

Storeman .

**D8   Detailed Instructions**

This is normally done on Friday but may be done on either Thursday or Saturday in the event that the Friday is a holiday or that there is production done on the Saturday.