

# Standard Operating Procedure

## Product Receiving

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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<b>Objective:</b>	To control risk of biological, physical and chemical hazards and prevent illness and injury to customers from products handled by the facility.
<b>Personnel Scope:</b>	Employees tasked with product receiving either on farms or at the facility.
<b>Frequency:</b>	Ongoing
<b>Materials:</b>	Product Receiving Log, pens, labels
<b>Procedures:</b>	<p><i>On farm produce receiving</i></p> <ol style="list-style-type: none"> <li>1. Products are only picked up from farms on a pre-arranged basis. Products are only accepted from farms/vendors who have completed the vendor on-boarding process.</li> <li>2. Driver receiving the products will inspect packaging for cleanliness and/or damage. Any packaging showing signs of uncleanliness and/or damage will be rejected.</li> <li>3. Visual inspection of box contents will confirm the absence of foreign materials.</li> <li>4. Driver receiving products will check for proper labeling on packaging. Label must include product name, farm name, and business address.</li> <li>5. Driver will verify that any products containing allergens are properly labeled, stacked below non-allergenic products, and that a plastic barrier is used to prevent cross-contamination.</li> <li>6. Driver will verify product and quantity against <i>Product Receiving Log</i>.</li> <li>7. Driver will initial <i>Product Receiving Log</i> as confirmation that the above steps were completed.</li> <li>8. Delivery vehicle will be maintained in a clean and orderly condition to prevent microbial contamination during transit.</li> </ol> <p><i>Warehouse product receiving</i></p> <ol style="list-style-type: none"> <li>1. Product is only accepted from farms/vendors who have completed the vendor on-boarding process.</li> <li>2. Receiving of products will take place during designated times, on [DAY] and [DAY] between the hours of [TIME] and [TIME].</li> <li>3. Warehouse Receiver will inspect packaging for cleanliness and/or damage. Any packaging showing signs of uncleanliness and/or damage will be rejected.</li> </ol>

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	<ol style="list-style-type: none"> <li>4. Visual inspection will confirm the absence of foreign materials.</li> <li>5. Warehouse Receiver will verify that any products containing allergens are properly labeled, stacked below non-allergenic products, and that a plastic barrier is used to prevent cross-contamination.</li> <li>6. Warehouse Receiver will verify proper labeling on packaging. Label must include product name, farm name, and business address.</li> <li>7. Warehouse Receiver will verify product and quantity against <i>Product Receiving Log</i>.</li> <li>8. Warehouse Receiver will initial the <i>Product Receiving Log</i> as confirmation that the above steps were completed.</li> </ol>
<b>Monitoring:</b>	<ol style="list-style-type: none"> <li>1. Employees who carry and/or receive products will initial the <i>Product Receiving Log</i> as confirmation that the above steps were completed.</li> <li>2. Any observed deviation from the above procedures must be reported to a supervisor.</li> </ol>
<b>Corrective Action:</b>	<ol style="list-style-type: none"> <li>1. Products affected by compliance failure with the above procedures will be discarded.</li> <li>2. In the event that affected products have already left the warehouse, recall actions will be considered.</li> <li>3. Compliance failure will trigger staff retraining.</li> </ol>
<b>Verification:</b>	<ol style="list-style-type: none"> <li>1. On a weekly basis, General Manager will review and initial all <i>Product Receiving Logs</i>.</li> <li>2. If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.</li> </ol>
<b>Record-keeping:</b>	Hard copies of logs will be stored in the office filing cabinet.

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