



Despatch and Distribution Prerequisites

Introduction

The company has established, implemented a programme of Prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety Management system.

Scope

The scope of the Prerequisite programmes includes all products manufactured on site and activities conducted on site.

Procedure

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

Despatch and Distribution

Based on risk assessment despatch and distribution controls proportional to the hazard posed to the handling of product are established and documented. The following controls have been implemented based on this risk assessment as part of the despatch and distribution prerequisite programmes:

- All vehicles are inspected for damage and hygiene to ensure there is no risk of contamination prior to loading.
- This is recorded on the vehicle cleaning log.
- All vehicle loading is carried out at the correct temperature.
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Owned by: Technical Manager

Authorised By: General Manager



- Products are evenly and securely spaced to optimise product conditions and reduce the risk of product damage.
- Chilled distribution vehicle trailers are fitted with refrigeration designed to maintain temperature permanently between 1 and 5° C regardless of loading and ambient conditions.
- For frozen distribution vehicle trailers are fitted with refrigeration to maintain temperature permanently below -18° C regardless of loading and ambient conditions.
- Control of temperature and humidity is applied where appropriate to the quality and safety of the products.
- Thermograph data loggers are installed on every vehicle and are fitted with alarms to sound if this temperature is exceeded.
- Ambient distribution vehicles are checked to ensure they are dry and that there is no likely contamination risk to the product.
- Checks to ensure that all products will be protected from contamination during transit and storage with appropriate external wrapping are carried out after loading.
- All pallets are checked to ensure that they are dry, clean and free from damage and contamination so that product is not exposed to any risk of contamination, including taint or odour.
- All damaged, contaminated or unacceptable pallets are discarded. When wooden pallets are used, the finished products are protected from direct contact with wooden pallets by layer pads.
- Warehouse personnel are required to record the date code and products loaded for each customer order so that traceability is maintained.
- For each vehicle load a delivery checklist is completed with confirmation of the following:
 - Date and time vehicle was cleaned
 - The vehicle was inspected prior to loading and found to be clean
 - The vehicle and load was inspected after loading and the vehicle and product were in a satisfactory condition, undamaged and free from contamination
 - The load has been checked, the correct product date code has been recorded, the correct products and quantities have been loaded and the load is secure.
- All loaded vehicles are sealed with a tamper-evident closure and the closure tag number is recorded on the delivery note.