

Storage PRPs

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.

Storage Prerequisite Programme

All materials including chemicals, raw materials, ingredients, packaging, in process products, rework, quarantined product and finished product are stored in a clean storage area in a manner that protects them from contamination sources. The following standards are applied as part of the storage prerequisite programmes:

- Storage areas are designed to segregate materials when there is a risk of cross-contamination.
- Storage areas are designed to be easily cleaned and maintained.
- Storage areas are designed prevent contamination and deterioration.
- Storage areas are kept clean, well ventilated, and dry.

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Owned by: Technical Manager

Authorised By: General Manager



Storage PRPs

- All materials and packaging materials are protected from pests, condensate, drains, sewage, dust, dirt, chemicals or other contaminants.
- Separate areas for storing chemicals, packaging, raw materials and finished products to avoid cross-contamination risks.
- Separate areas are maintained for rework and quarantined products.
- Partially used materials are adequately sealed and protected before being returned to storage.
- All chemicals, including cleaning and maintenance compounds, and non-product materials, are stored in separate locked areas.
- Materials are stored off the floor on pallets or in racking and at least 45 cm away from walls and ceilings.
- Rows of stored materials are spaced to allow cleaning and inspection. Pallets are clean and in good repair.
- Pallets and other wooden surfaces are properly dried after being washed.
- Layer pads are placed between pallets and bags of ingredients.
- Material stock levels are maintained at volumes to avoid excessive age and insect infestation.
- Chemicals, raw materials, work in progress, packaging and finished goods are clearly labelled with relevant information as appropriate including name, product code, delivery date, use by, best before date and/or date of manufacture to facilitate stock rotation.
- Monitoring of humidity and temperature of storage areas is carried out as required.
- Ingredients, packaging supplies and other materials are rotated by date code.
- Products are despatched on a first in first out principle to ensure effective stock rotation.
- Raw materials, work in progress, packaging and finished goods should be checked for microbiological contamination to be within agreed levels.
- When materials are stored outside they are adequately protected against deterioration and contamination.

Cold Storage Areas

The company recognises that by law chilled food must be kept at 8°C or below and as a policy for increased food safety cold storage areas and chilled equipment are set to run at