

Receiving Written Program

example

PROCEDURES AND POLICIES

Unloading Procedures

- Meat products will not be unloaded in the presence of, or at the same time as, cleaning chemicals or other sources of contamination.
- Perishable meat products will be moved promptly off the loading dock into refrigerated or frozen storage.
- Dock seals or other methods will be employed to ensure adequate temperature control is maintained during unloading.
- Personnel performing unloading activities will be trained in the use of pallet jacks or other equipment to prevent damage to the product.

Labeling Inspection

- All shipping containers will be inspected to ensure they have labels which provide the common name, net quantity, name and address of the responsible party, and a list of ingredients.

Documentation

- Invoices, receipts, and lot coding information will be kept to permit tracking of products should a recall be necessary. This is particularly important if products like carcasses come without labels or if labels are removed or lots split.

Trailer Inspection

- Trailers delivering meat products will be examined to make certain they are suitable for food delivery. Inspection will ensure that the trailer walls, ceiling and floors are clean and in satisfactory condition and that the refrigeration unit is functioning adequately.
- Incompatible cargo such as chemicals or other items which may contaminate food products must not be present. If conditions are found to be unsatisfactory the trailer will not be unloaded and the shipment will be returned to its place of origin.

Product Inspection

- Product will be inspected for signs of contamination, damage to packaging or indications of temperature abuse. If totes are used to transport prepackaged meat they will be checked to ensure that they are; clean, in good condition, and that vacuum packages are not punctured.
- Whenever possible, monitoring devices such as temperature recorders will be used to provide information on transit conditions. A thermometer will be used to measure at least the surface temperature of food products. If product is found to be temperature abused it will be returned to origin or destroyed. If it is not possible to perform these activities immediately, the product will be clearly marked and segregated to prevent its sale. Records containing receiving inspection findings will be kept on the premises.
- If products are placed on pallets they will be checked to ensure pallets are in satisfactory condition and that loose boards or nails have not penetrated packaging.

Packaging Supplies Inspection

- As packaging is a food contact item it will also be inspected upon arrival to ensure that it has not become contaminated during transport.

Approved Sources

- All suppliers will be noted on the *Food and Ingredient Supplier List*. All meat products must be sourced from an establishment which has been inspected and approved by the Canadian Food Inspection Agency (CFIA) or other regulatory agency.

Training of Personnel

All individuals performing receiving related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Receiving Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Receiving Program* and any corrective action required will be recorded on the *Receiving Log* by the individual designated by the supervisor each day.

Receiving Log

The Receiving Log should be completed following each shipment of food products and ensures that the quality and safety of meat is not compromised during transport.

example

Receiving Log

ABC Retail Store - Meat Department					
Date/Time	Source	Items Received <i>(Indicate Fresh or Frozen)</i>	Inspection Result <i>(S=Satisfactory, S=Unsatisfactory)</i>		Initials
<i>Aug, 27/03</i> <i>10:15 PM</i>	<i>Joe's Meats</i>	<i>20 kg Fresh Lean G. Beef</i>	Trailer Condition	<i>S</i>	<i>JS</i>
			Product Condition	<i>S</i>	
		<i>40 kg Fresh Pork Loin</i>	Product Temperature	<i>S (4C)</i>	
			Product Labeling	<i>S</i>	
<i>Aug, 27/03</i> <i>10:30 PM</i>	<i>ABC Meats</i>	<i>300 kg Fresh Beef Shortloin</i>	Trailer Condition	<i>S</i>	<i>JS</i>
			Product Condition	<i>S</i>	
		<i>10 kg Fresh Pork Back Ribs</i>	Product Temperature	<i>S (4C)</i>	
			Product Labeling	<i>S</i>	
<i>Aug, 27/03</i> <i>12:00 PM</i>	<i>Acme Meat Company</i>	<i>212 kg Fresh Ground Pork</i>	Trailer Condition	<i>S</i>	<i>JS</i>
			Product Condition	<i>U</i>	
			Product Temperature	<i>S (4C)</i>	
			Product Labeling	<i>S</i>	
			Trailer Condition		
			Product Condition		
			Product Temperature		
			Product Labeling		
			Trailer Condition		
			Product Condition		
			Product Temperature		
			Product Labeling		
Corrective Action Taken (if "Unsatisfactory" is indicated above)					
<i>12:00 shipment from Acme Meat Company contained product which had ripped packaging.</i>					
<i>Product was returned to supplier and refund obtained.</i>					
Completion of Corrective Action Verified by <u>Mark Andrews</u> Date <u>August 27/2003</u>					

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*