

**Company Name**

**Document Reference: #19**

**PC/Pre Document**

**Document Type: Shipping and Receiving**

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### **Loading, Transport and Unloading Practices**

Loading and unloading is done in a totally enclosed clean dock area. Trailers need to be sealed, clean and refrigerated as outlined. Product temperatures of refrigerated goods need to be monitored. Bagged ingredients and packaging materials need to be inspected for damage.

Barrier control measures are in place to mitigate the risk of cross contamination when goods are taken into the packaging area.

Dock areas and pallet jacks are cleaned on a regular basis as outlined in the cleaning procedures.

### **Loading**

#### **Goods**

For all outbound trucks and trailers a visual inspection is conducted for cleanliness, pest infestation and structural conditions and to verify that all trucks/trailers are free from offensive odors.

Prior to loading, vehicles carrying refrigerated product are pre-chilled. When applicable, inspections must verify the setting of the refrigeration unit of the trailer.

All outbound trailers need to be sealed and the seal number recorded on the Bill of Lading.

All temperature monitoring, visual inspections and seal numbers are recorded on the Inbound/Outbound trailer inspection report.

### **Transport**

#### **Refrigerated Goods**

Primarily (name of company) takes possession of inbound refrigerated goods at the point of unloading and point of sale is at the point of loading.

Any refrigerated goods that (name of company) is responsible for is only shipped with carriers that have a good history. Loading and unloading temperatures and seal information is recorded.

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## **Unloading**

### **Goods**

Visual inspection and documentation of all shipments is required. Verification that all incoming carriers are in good repair, clean and free from offensive odors is documented.

All incoming shipments need to be from approved suppliers or shipped under prior arrangements.

Incoming refrigerated goods are monitored for temperature at the commencement of unloading and at regular intervals during unloading. Refrigerated goods are moved to a refrigerated cooler designed to maintain the product temperature and integrity.

A valid Certificate of Analysis (COA) needs to be on file or attached to the Bill of Lading of any raw material or product contact packaging material shipments that are received. In the event that no COA is available, management needs to be contacted who then seek verbal confirmation of meeting inspections from the vendor's customer service group prior to accepting the product. Any such incidents need to be documented and hard copies of the COA's requested and put on file.

A FIFO (first in, first out) rotation program is used to manage raw materials and ingredient usage.

All incoming shipments shall be locked or sealed. Seal numbers are verified prior to acceptance of the product.

Temperatures, inspections and seal/lock information are recorded on the Inbound/Outbound trailer inspection report.

**END**

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