

**Central Production Unit Food Safety & Quality Management System**  
**Wooden Pallet Check**



**Purpose**

To ensure pallets used for the delivery, storage and dispatch of food products and food product packaging are in a condition to prevent the potential for cross-contamination or foreign body incidents.

**Responsibility**

It is the responsibility of all operational colleagues and leadership operating across all areas of the Central Production Unit, from receiving to dispatch to ensure that only pallets that are in good condition are used.

**Frequency**

Each time pallets are moved to the area ready for use from an internal or external source.

**Procedure**

Ensuring that all wooden pallets received are sound condition and free of damage. Any pallets that are damaged, have nails protruding or are soiled or dirty should be rejected, and segregated where possible or the product decanted onto a sound pallet free from damage.

**Key Points**

- Where possible products should be delivered on plastic pallets, or alternatives to wooden pallets
- No damaged pallets should be stored in any food or food packaging storage or production areas
- No wooden pallets are to enter any high care areas of the Central Production Unit
- No product shall be stored or de-boxed directly onto a wooden pallet. For stored product place an over layer of cardboard on the pallet
- All products should be placed in the relevant packaging and de-boxed into trays, dolavs or the alternative provided
- Pallets should be checked prior to use for damage, with any damaged pallets removed from use and segregated in a designated area to ensure the pallet cannot be reused
- For damaged pallets receipted with food product or packaging, colleagues should decant the product from the damaged pallet and remove the pallet and segregate in a designated area, to ensure the pallet cannot be reused

**Document Control**

<b>Document name:</b>	<b>Wooden pallet check</b>
<b>Document reference:</b>	<b>CPU.FS.P.016.01</b>
<b>Date of 1<sup>st</sup> Issue:</b>	<b>19 August 2024</b>
<b>Author:</b>	<b>Food Safety</b>
<b>Version number:</b>	<b>1</b>

Revision record		
Issued date of revision	Version	Details of revision