

Storage, dispatch and transportation

Purpose

To ensure that the storage of ingredients, packaging and finished product is stored, dispatched, and transported safely and securely to ensure the safety and quality of the finished product is maintained at all stages.

Scope

Storage facilities, dispatch areas and transport at Central Production Units.

Central Production Unit details:

Responsibilities

Responsible person (s)	Responsibility
Site Manager	<p>Responsible for the implementation of processes and procedures to ensure food safety and quality requirements are met.</p> <p>Ensure all colleagues are trained on storage and despatch procedures to ensure food safety and quality requirements are met.</p> <p>Ensure equipment, machinery, building structures and facilities are adequately maintained.</p>

Storage facilities

Areas are to be kept in good condition, free from debris and taints, to maintain safety and quality of ingredients, packaging, and products. All relevant products must be stored in temperature-controlled conditions in refrigerators and freezers. All products should be stored on pallets, or similar to keep them directly off the floor, and away from walls.

Where temperature control is required for any ingredients and finished products, a monitoring system must be in place to ensure that refrigerator and freezer temperatures are being maintained in line with the correct temperature parameters, either through Digital HACCP or daily scheduled manual refrigerator and freezer temperature checks.

If products held in refrigerators or freezers go outside acceptable parameters (> 8 °C for more than 30 minutes for refrigerators and > -12 °C for more than 30 minutes for freezers) the refrigerator and freezer breakdown procedure detailed in Appendix I should be followed.

First In First Out (FIFO)

Chilled stock must be controlled to ensure that it is used in order of materials' manufacturing dates to ensure stock rotation and FIFO (first in first out) principles are always followed. New stock must be stored in the outside refrigerator, and the older stock must be transferred to an area in the refrigerator to support first use.

Stock for frozen production may vary in terms of ensuring that it is used in order of materials' manufacturing dates. This may mean that FIFO principles may not always be possible to follow. Stock for frozen production should have a minimum of 6 months life remaining for it to be utilized.

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Where finished product is to be transferred from refrigerators or freezers to support loading onto transportation trailers, it should not be left outside of refrigerated or frozen temperature control for a period exceeding 20 minutes.

Despatch and transport

All vehicles used to transport products, to include any third-party vehicles, must be well maintained to ensure that they do not pose a risk to the safety, quality, or security of the final product. All temperature-controlled vehicles must be capable of maintaining product temperature within specification and have monitoring records available on request to demonstrate their correct operation as required.

Chilled products

Finished products should be securely wrapped to prevent movement during transit and must be loaded into the temperature-controlled vehicles (0-5 °C) from the Central Production Unit dispatch area. Prior to loading products into vehicle trailers, vehicle trailers must be visually inspected to ensure that they are in a clean and tidy condition, free from odours and any other potential contaminants and they are operating between 0-5°C.

Frozen products

Finished products should also be securely wrapped to prevent movement during transit and must be loaded into temperature-controlled vehicles (-18°C with a critical limit of - 15°C). Prior to loading products into vehicle trailers, vehicle trailers must be visually inspected to ensure that they are in a clean and tidy condition, free from odours and other potential contaminants and they are operating at -18°C (with a critical limit of - 15°C).

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Central Production Unit Food Safety & Quality Management System
Storage, dispatch and transportation

Appendix I: Refrigerator and freezer breakdown procedure

Refrigerator breakdown

1. Check the temperature of a representative sample of food items using a probe thermometer
2. Check food from all areas of the refrigerator. If the food temperature is +8°C or cooler, transfer the food to an alternative refrigerator or temperature-controlled trailer immediately (+5°C Ireland)
3. If food is found to be above +8°C and has been outside of temperature control for a period exceeding 4 hours, the food should be disposed of through the appropriate waste stream

Freezer breakdown

1. Check the temperature of a sample of food items using a probe or between pack thermometer
2. Check food from all areas of the freezer. If the food temperature is cooler than -15°C, transfer food to an alternative freezer or freezer trailer as quickly as possible
3. If food is found to be above -12°C, and / or food quality is negatively impacted, the food should be disposed of through the appropriate waste stream