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| **Company logo** | **Company name** | | |
| **SUPPLIES AND PRODUCT STORAGE** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-15 |

**Objective**

To develop control measures so that storage conditions do not become a source of Contamination for produce.

**Control Measures**

**General**

* Storage areas are kept clean and organized.
* Storage facilities are inspected for foreign material and to ensure they are free of pests or signs of pest activity. This inspection is recorded in (RECORD-15).
* Cold rooms, enclosed buildings and any other types of storage facilities receive the necessary maintenance and are kept sealed, isolated, and protected against external contamination.
* The grounds adjacent to and around the facility are kept free of trash and debris.
* Water puddles in storage areas are prevented.
* There are barriers, drains or sufficient distance to prevent any possible wastewater spill from contaminating the product handling area.
* All equipment used in the storage area is kept clean and properly maintained to prevent product contamination from fluid leaks, loose or broken parts, etc.
* Product that falls to the floor is placed in the discarded product bin.
* Space is left between stored products, racks, pallets, and walls to allow for proper cleaning, sanitizing, and inspection of the areas.
* All employee areas (such as locker rooms, dining, and rest areas) are kept clean and located away or physically separated from product handling, storage, shipping and receiving areas.

**Product Storage**

* Product stored in open areas is covered and protected from contamination.
* For cold rooms, temperature is monitored and recorded (RECORD-16).
* For distribution centers and storage and transport warehouses, the accuracy of the thermometers is verified every (indicate period of time), and there is a record of this activity (RECORD-17).
* In cold rooms, measures are taken to avoid contact of condensation water with produce.
* Refrigeration equipment such as condensers, fans, dehumidifiers, etc. are cleaned on a scheduled and regular basis as needed.
* Product stored with ice is placed below other stored products in such a way that ice does not drip onto other product pallets.
* Chemicals like paints, lubricants, and pesticides that are ***not*** food grade are kept away from produce.

**Packaging material’s storage**

* Packaging material or containers are stored on racksor pallets, never directly on the floor, and are protected from contamination and pests.
* Pallets, bags, and packaging containers are clean and do not add foreign objects to the product.