

## Storage PRPs

### Introduction

The company has established, implemented a programme of prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety Management system.

### Scope

The scope of the Prerequisite programmes includes all products manufactured on site and activities conducted on site.

### Procedure

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

### Storage Prerequisite Programme

All materials including chemicals, raw materials, ingredients, packaging, in process products, rework, quarantined product and finished product are stored in a clean storage area in a manner that protects them from contamination sources. The following standards are applied as part of the storage prerequisite programmes:

- Storage areas are designed to segregate materials when there is a risk of cross-contamination.
- Storage areas are designed to be easily cleaned and maintained.
- Storage areas are designed prevent contamination and deterioration.
- Storage areas are kept clean, well ventilated, and dry.

Document Reference **Storage PRPs PRP 5.7**

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Owned by: Technical Manager

Authorised By: General Manager



## Storage PRPs

5°C or below. Perishable foods are kept chilled between 1 and 5 ° C to prevent food poisoning bacteria from growing.

Quality Control staff make daily checks are made of refrigerated products to ensure the product and air temperatures are between 1 and 5 ° C and that cold storage areas are not over stocked as this will restrict the flow of cold air and make cold storage less effective. The digital display temperature of each cold storage area is checked 3 times a day to ensure each cold storage area is working correctly. Any temperatures outside of these parameters or problems identified with cold storage areas are reported to the Technical Manager.

Materials whenever possible are stored in clean enclosed containers to reduce the risk of cross-contamination and/or contamination from foreign objects.

### Cold Storage Area Equipment Breakdown

If a cold storage area refrigeration or chilling equipment breaks down, the Technical Manager must be informed immediately. The Technical Manager will arrange to check the temperature of the products and assess if it safe to use or should be thrown out.

Depending on the temperature of the food material and the length of time it has been at that temperature the Technical Manager may chose to despatch the product immediately or transfer it to another cold storage area whilst arranging for the cold storage area or chill display equipment to be repaired.

All cold storage areas are cleaned and defrosted on a regular basis according to the Cold Storage Area cleaning schedule.

Equipment that is unreliable and breaks down on a regular basis represents a risk to the business and will be replaced. It is company policy to use appropriate commercial chilling units of adequate capacity in the facility.

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### Chemical Storage

The company has a policy of storage chemicals in a separate locked area away from packaging and food materials. This area is restricted and only authorised staff are permitted access. Separate storage helps to reduce the risk of contamination.

### Verification of Storage

The Technical department and line management are required to conduct documented storage verification audits and also conduct periodic hygiene audits of storage areas. Hygiene audits are also conducted at periodic intervals by independent parties.

All Prerequisite programmes are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard analysis including details of why the PRP is appropriate to the organisation and the control of food safety hazards.

Prerequisite measures taken prior to Hazard Analysis to control chemical, microbiological and physical hazards are described in the Prerequisite Manual Procedures. Verification activities are carried out for prerequisites in the form of audits and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

The prerequisite programmes are modified as necessary taking into account the results of Hazard Analysis and the capability of the selected control measures to control the identified food safety hazards. The results Hazard Analysis and subsequent modifications are recorded.