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|  | Annamrita Foundation Annamrita-Food as pure as nectar | | |
| | Document Name | Receiving and Store Practices | |
| | Document Number | AF/SOP/03 | Date of Issue 01/10/2018 |
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❖ Purpose & Scope:

This procedure defines a process for effective control system for storage, handling and issue of ingredients, packaging materials, chemicals, maintenance spares and consumables. It provides guidelines related to stock keeping norms and practices, to ensure First Expired First out (FEFO) and First in First out (FIFO) for all the shelf life items.

❖ Responsibility:

- **Store Supervisor** :To implement the procedure, verify and report the deviation to the BM/ABM
- **BM/ABM**: To initiate action on reported noncompliance action to ensure effectiveness of the procedure implementation with the help of FSTL

❖ Procedure:

Daily Activity

Stocks are monitored on daily basis, and purchase requisitions is initiated and sent to HO as per defined weekly schedule wherever an item (RM/PM) is near or has fallen below the minimum stock level and coordinated with HO Purchase to ensure timely arrival of the material in order to prevent stock out position.

Production, head cook and store person finalize next day requirement and as per stock, material issued to kitchen .For all consumables coordination with BM/ABM is done

The Security informs regarding the arrival of materials and the stores checks whether the materials are from authorized suppliers and the following steps are followed

- Vehicle Inspection is done
- Verifies RM/PM specification.
- Store/ABM/BM is informed about the receipt of materials, Store Person and ABM checks the COA/TC/Other Certificates required along with material. Sample is taken as per incoming inspection requirement given in Quality Specification.
- If approved, materials are unloaded at designated places to enable FIFO /FEFO issue. The stocks are verified for the quantities before /during unloading as per the purchase order and the delivery challan in presence of security.
- Remaining shelf life is also verified before/during unloading to ensure minimum shelf criteria at receiving are met as per Annamrita Foundation guidelines.


The stocks are identified for the status and proper bin cards are maintained

A formal Goods Receipt Note (GRN) with unique number is prepared for further internal processing. The supplier will be acknowledged for receipt of materials at the stores on the supplier's documents. This stock is finally registered in the stock register/ERP Software. Delivery Challan (DC) along with Goods Receipt Note (GRN) is then forwarded to purchase for further action. Computer entries to be made as per GRN requirements.

After unloading materials are labeled by Quality with following tags

| GRN- | GRN- | GRN- |
|-----------------|-----------------|-----------------|
| Product Name | Product Name | Product Name |
| GRN No | GRN No | GRN No |
| Date of Receipt | Date of Receipt | Date of Receipt |
| Invoice | Invoice | Invoice |
| Vendor Name | Vendor Name | Vendor Name |
| Quantity | Quantity | Quantity |
| Best Before | Best Before | Best Before |
| Batch Number | Batch Number | Batch Number |

| | | |
|--------------------|---|-----------------|
| Green Color | - | Approved |
| White Color | - | Hold |
| Red Color | - | Rejected |

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Any material rejected during the process will also be labeled as rejected with Red Tag. Red Tagged materials are stored properly to prevent cross contamination. Segregated Storage at dedicated Quarantine Area (for rejected Materials) is preferred.

In case of Maintenance items the maintenance department receives the material. An entry of the received and issued materials is made in a register by the maintenance department.

The packed material, ingredients and chemicals are checked for the specifications as per standard specification. The Store person checks for the COA, food grade certificates, etc. with every lot of the incoming materials for packaging, ingredients and chemicals. Internal Batch Numbers are issued to every incoming lot of packed materials, ingredients and chemicals.

Materials are issued to user department based on the Material issue slip/Daily consumption report, which indicates the material to be issued, and quantities.

FIFO/FEFO methods are followed for issuing the material to avoid over age /expiry of material .The acknowledgement is obtained from the receiver for having received the materials. The stock books and Bin Cards are updated accordingly.

Locks adequately secure all the materials in the stores whenever they are not in use. Unauthorized entry is restricted

Storage of chemicals

Chemicals are kept in a ventilated cool and dry storage area and stored on pallets with a minimum 1.5ft (18 Inches) gap maintained from the wall, with their identifications and MSDS

The operators are trained on handling these chemicals. Gloves are used during handling.

The received chemicals are checked for damages and stored in a separate room with lock and key arrangement.

Whenever the user department requires chemicals, the department head or ABM will raise a requisition note and store in-charge will issue.

Handling of Rejected Materials

Any damages or rejected materials are kept separately with proper identification mark and are dealt accordingly

Handling of non-conforming packed materials, ingredients & chemicals


Non-Conforming Materials are those materials that are not suitable for our production process in terms of analytical parameters related to Quality.

They are of the following types:

1. **Quality related rejection:** materials are rejected due to unsatisfactory quality. These rejections are detected during incoming quality inspection of materials, On line (during production) and in stores.
2. **Expired/Best before Date material:** Materials that have crossed their shelf life.
3. **Transit/Handling Damages:** Transit damages occur during transportation of materials that are normally identified while receipts of the same at Stores. Handling damages can occur during handling of materials in Stores or production and in all such cases, they are certified as rejected by store after proper verification.

Obsolete Materials: These types of materials cannot be further used because of change in design/shape, specification or change in the procedure.

As all non-conformances are rejected as certified by Quality, they need proper attention and handling of the same and standardize a storage practice for them. It is essential to identify the non-conforming materials and quantify them.

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There are 3 stages of identification:

1. **Pre- receipt:** Quality will carry out quality check as per Quality inspection plan . Any rejections due to unsuitable quality or specification, transit/handling damages are reported.
2. **On-Line:** These are materials that get rejected during their use online that is during production.
3. **Stores:** These are due to improper storage/conditions and handling in stores.

The stores personnel in coordination with BM/ABM will identify rejected materials. They will record the quantity, Batch/Lot No., Date of Receipt

These materials are segregated by stores and are stored in designated places. Stores In-charge will ensure proper status identification of the rejected materials and report to the BM for disposal or returning to the supplier.

Cleaning and sanitation of the store is carried out as per the SSOP

Pest control is carried out at regular intervals for control of pest surrounding the stores. Strictly no spraying of chemicals inside the Process/Storage Areas GSPs are detailed in GMP Manual and respective SSOPs are strictly followed.

Allergen Handling

Prevention of Allergen contamination during storage is taken by storing allergen at properly segregated or dedicated places with proper label of Allergen.

Records:-

- Inward Register.
- Stock Register
- Goods Receipt Note /ERP
- Bin Card
- Daily consumption record
- Returnable/Non-Returnable Gate Pass