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# Food Safe Receipt of Raw Materials

Presented at the

The NIFST One-Day Training Programme On “Food Safety Management System”,  
NIFST Secretariat, FIIRO Compound, Lagos,  
31st May 2016

by

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# Introduction (1)

Raw materials, **including ingredients, processing aids, and packaging, are** the foundation of finished food products. They must therefore meet not only your specifications, but also regulatory requirements.

A food safe receipt of raw materials requires **standardization and documentation.** This prevents non-conforming products from entering into a production process and is also important for traceability purposes.

## Introduction (2)

- Historically, research and development worked alone when selecting a new raw material.
- Currently, because of global sourcing, increased access to unique and complex materials, handling methods, customer locations, and regulations a broad team of expertise is needed to perform this role
- The team assesses if the material has limitations or may be too costly to handle, and determines if additional measures are necessary to prevent potential safety issues for the employees and product.

# Team Responsibilities (1)

- **Research and Development (R&D)** – Invents the finished product to meet the customer's expectations
- **Quality** – Ensures that the programs and practices will result in finished product that is safe, is legal, and meets the company standards as well as specifications outlined by R&D.

## Team Responsibilities (2)

- **Production (from receiving to shipping)** – Handles the raw materials and in-process and finished product in an appropriate manner (including equipment capability) to ensure the finished product is safe, is legal, and meets R&D's specifications.
- **Sales** – Works with R&D and the customer to define and negotiate an acceptable product with an affiliated price point.

*Each area's expertise is necessary to determine the desired specifications for each raw material.*

# Raw Material Selection

- R&D selects the appropriate raw materials based on functionality. Functionality can encompass multiple areas, such as:
  - ✓ providing identified characteristics of the finished product (binders, thickeners, type of resin for plastic packaging, etc.),
  - ✓ organoleptic characteristics (flavor, color, aroma, texture),
  - ✓ product safety characteristics (to lower the pH or water activity), and preservatives (extension of shelf life, color, or flavor retention, etc.).

# Receipt of Raw Material





# Receipt of Raw Materials



# Documentation System (1)

1. **A Standard Operating Procedure (SOP)** is developed that clearly describes :
  - ✓ those compulsory steps that must be performed each time raw materials or ingredients are received.
  - ✓ Personnel must be instructed to follow procedures described in the SOP.
  - ✓ Up-to-date copies of a SOP must be accessible for reference in the work areas of personnel actually performing the described activity.

## Documentation System (2)

2. **Incoming Material Specifications (IMS)** contain quality and safety criteria a raw material/ingredient has to fulfil to be accepted for processing.
  - ✓ IMS are written and formatted so they are of use to personnel assigned to the task of receiving raw materials/ingredients.
  - ✓ IMS also contain clear instructions on how to grade incoming material (i.e. “accept”, “accept under condition”, “reject/ban”)

## Documentation System (3)

3. **Standard Entry Form**, is required as a proof that the incoming material has been checked according to the IMS and the SOP
  - ✓ Record all observations made during receipt of the material, including the results of simple entry checks, in the Standard Entry Form.
  - ✓ To speed up and streamline this process the form should contain fields that personnel only have to tick or complete by adding a number or a few words.

## Documentation System(4)

4. Non-conforming materials are tagged using a **Tagging Form for Non-Conforming Materials**.

✓ Again, this form should be formatted in such a way that personnel are not required to write too much.

The forms if used correctly, helps streamline procedures, improve control of supplies and traceability and simplify internal communication and control of suppliers

Initial setting up of the documents and training of personnel will take time but the gained know-how and improved procedures will pay off in the long run.

# Receipt of Incoming Materials

This can be done in two ways:

1. Create an SOP for each material. Each SOP would then contain the criteria that the corresponding raw material/ingredient must fulfil;  
or
2. Include those steps that are identical for all incoming materials in one SOP and in the IMS for each material/ingredient include those instructions that are specific for the raw material/ingredient in question. The documents in the following pages are based on this method.

## Example of SOP For Receipt of Materials (1)

**PURPOSE:** This SOP (Standard Operating Procedure) outlines the procedure for the proper receiving of

- Raw materials and ingredients
- Packaging materials
- Any materials that will be in direct contact with food or in direct contact with machines and/or facilities that are used in food production or could cross-contaminate food.

## SOP – Receipt Of Materials (2)

PERSON RESPONSIBLE	FREQUENCY	INSPECTION ACTIVITY
<p>Receiving Personnel:</p> <p><i>Names or exact position</i></p>	<p><b>Immediately</b> upon arrival of ordered material</p>	<p>Fill in separate Standard Entry Document according to</p> <ul style="list-style-type: none"> <li>- procedures described below and</li> <li>- criteria of Incoming Material Specification</li> </ul>



## SOP – Receipt Of Materials (3)

**Author:**

**Modified by:**

**Approved by:**

**Date:**

**Date:**

**Date:**

## Example of a Standard Entry Form (1)

- This document must be
  - filled in and signed by person assigned to receive materials according to the SOP- Receipt and Storage of Materials, and
  - attached to stored raw material

Name of Material: \_\_\_\_\_

Product No.: \_\_\_\_\_

Lot/Batch No.: \_\_\_\_\_

Quantity delivered: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

## Example of a Standard Entry Form (2)

Tick what applies, Supply Manager and QS must be informed about any deficiencies

- Carrier ok (clean, refrigerated, no danger of contamination by hazardous other products)
- Packaging ok (clean, undamaged, no water damage)
- Labeling complete and readable
- Temperature of goods corresponds to Incoming Material Specification:  
Temperature measured
- [list other key indicators as required]: Result of measurement:
- No Contaminants (insects, rodents)
- Shelf life according to Incoming Material Specification

## Example of a Standard Entry Form (3)

- GMO                      Allergens                      Halal                      Bio                      Kosher

if any of the above applies, the product must be stored separately!

	<b>Material corresponds to specifications</b>
	<b>Special tags applied (red for rejected, yellow for special use) after consultation with QS</b>
	<b>Production and Supply Manager informed of use of special tags.</b>

## Example of a Standard Entry Form (4)

Signed: \_\_\_\_\_, Date: \_\_\_\_\_

Keep records for 1.5 years from date of use. Discard after consultation with [function of responsible person]

**Author:**

**Modified by:**

**Approved by:**

**Date:**

**Date:**

**Date:**

# Example of Tagging Form For Non-Conforming Material

Attach this document to materials barred from use so it is visible to all (if necessary in multiple copies on each side of packaging)!

## **THIS MATERIAL SHALL NOT BE USED UNTIL FURTHER NOTICE!**

- (the following is to be filled in by Production Manager or in his absence by Shift Manager)
- Material to be returned to supplier
- Material to be disposed of by \_\_\_\_\_ (enter date)
- Material to be used \_\_\_\_\_  
\_\_\_\_\_ (describe)
- When material has been used/returned/disposed of one copy of this document must be attached to the correlating Standard Entry Form or filed accordingly.

## References

- [www.sp-lab.net/fao/GHP 2014/pages/02/sdocs/0502/checking incoming mat pdf](http://www.sp-lab.net/fao/GHP%202014/pages/02/sdocs/0502/checking%20incoming%20mat.pdf)
- June 12, 2013, Robin Amsbary, [www://qualityassurancemag.com](http://www.qualityassurancemag.com)

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**Thank you  
for listening!**

