

Department <b>Stores</b>	<b>Kuwait Aviation Services Company</b>	No.	FSP/STR/03
	<b>Food Safety Procedure</b>	Issue No.	01
		Date	01-11-2010

<b>ISO 22000 - Food Safety Procedure</b>		
<b>Procedure Ref No.</b>	<b>FSP/STR/03</b>	
<p><b>Master Copy</b></p> <p><i>FOOD SAFETY PROCEDURE</i></p> <p><i>FOR</i></p> <p><b>Food Products Preservation</b></p> <p><b>(WG)</b></p>		
<b>Reviewed By</b>	→	
<b>Approved By</b>	→	

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**0. AMENDMENT SHEET:**

ISSUE NO.	REV. NO.	DATE	Amended Pages	Nature of Amendment

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## 1.0 Purpose

To establish controls on the process of storage in storage areas or stock rooms in order to prevent damage or deterioration of supplies or pending use products. It also defines the steps that should be followed for the reception and dispatch of the products to and from the storage areas.

## 2.0 Scope

This procedure should be applied in Kuwait Aviation Services Company storage premises. All personnel included in supply reception and use should follow the steps described in this procedure

## 3.0 Definitions

- **Frozen supplies:** Supplies requiring low temperature for their storage such as poultry, seafood, meat products, French fries and vegetable. These products should be stored in freezers at a temperature of (-18°C) at least.
- **Refrigerated supplies:** Supplies requiring fresh temperatures such as fresh vegetables and fruits, dairy products etc. These products should be stored in the refrigerators (cold room or walk in chiller) at a temperature of (2°C / 6°C).
- **Dry storage supplies:** Supplies that can be stored on shelves without refrigeration such as canned products, lentil and legumes or products which do not allow microorganisms to grow. Canned dry storage supplies are transferred to a different container after their opening, then stored in refrigerator (<5°C); while opened sauces jar such as mayonnaise, salad dressing shall be directly stored in the refrigerator.
- **First in - First out (FIFO):** A system of stock rotation where the products that enter the storage area first are used before the newly stored, products.
- **Damaged stock:** Supplies or products stocked in storage areas and presenting non-conformity with the product quality requirements such as appearance, taste or expiry dates.

## 4.0 Responsibility for Application

Store Managers and Storekeepers

## 5.0 Activities

- 5.1 When the store keeper accept to receive the supplies delivered by the supplier, after their testing and inspection. supplies are ready for storage.

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- 5.2 In order to decide the storage area in which each supply should be stocked, the store Keeper, or executive chef define the supply requirement for storage temperature according to the list for product storage requirements.
- 5.3 After defining the requirements of every supply, the store keeper or executive chef designates the area where every supply shall be stocked.
- 5.4 Previously stocked supplies are removed from their storage area and placed in the reach -in freezers and refrigerators or in front side of storage area, while newly received supplies are stocked in storage area. In this case the first-in, first-out system is ensured.
- 5.5 The store assistants are responsible of placing all the frozen supplies in the stock room freezers, the refrigerated supplies in the stock room refrigerators and the dry products on the stock room shelves, in presence of storekeeper.
- 5.6 The quantities stocked in the freezers and the refrigerators and on shelves (if the location premises are convenient) should be entered in the central networking system.
- 5.7 Every time the cook or kitchen persomel request an item from the freezers or refrigerators or shelves, this item should be recorded on the request form.
- 5.8 The condition of product in stock is assessed daily by the storekeeper in order to inspect supply conformity and detect any supply deterioration. If any non-conformity observed then the storekeeper or Store Staff are responsible to record the date and results of the assessment with the non-conformity on
- 5.9 If the assessment shows any supply presenting a quality or unused (even before 1year of expiry date) non-conformity, while receiving, the damaged supply is removed and the location manager is informed who should carry out the process of damaged stock disposal
- 5.10 If the stocked supplies are still conforming to the quality requirements, the supplies to be consumed following: first-in, first-out that is all the supplies that were received first are Consumed first.

**6.0 References Nil**

**7.0 Enclosures Nil**

**8.0 Formats / Exhibits Nil**