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|------------|---|------------------------------|------------|
| Department | <b>Kuwait Aviation Services Company</b> | No.                          | FSP/STR/02 |
|            | <b>Stores</b>                           | <b>Food Safety Procedure</b> | Issue No.  |
| Date       |   |                              | 01-11-2010 |

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| <b>ISO 22000- Food Safety Procedure</b>   |                   |  |
| <b>Procedure Ref No.</b>  | <b>FSP/STR/02</b> |  |
| <p><b>Master copy</b><br/> <i>Food Safety Procedure</i><br/> <i>for</i><br/> <b>Monitoring &amp; Inspection of Receiving Goods</b><br/> <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

This procedure is issued to define the inspection and testing activities in order to verify that all incoming goods are monitored and inspected to the specified requirements of the service to be rendered, are met and the corresponding records are established.

## 2.0 Scope

All purchases of goods and services in all Kuwait Aviation Services Company locations.

## 3.0 Responsibility for Application

Store Keeper and Store Manager

## 4.0 Description of Activities

- 4.1 Supplies ordered from the suppliers or internal supplies ordered by the production are delivered at the store premises.
- 4.2 For internal products, before order acceptance / reception, the Store Keeper is responsible for the inspection of the supplies according to the list of product specifications.
- 4.3 In case of external products, the store Keeper is responsible for the supplies inspection before their reception. A sample is chosen from the supplies order and the store Keeper verifies the name of the brand as well as the conformity of the product against the purchase order, Approved product list.
- 4.4 If the supply brand and quality are found not conforming (different from the specifications) the Store Keeper asks the supplier to take back the products.
- 4.5 The store Keeper records his remarks on the **Product Receiving Checklist CCP/cl - 01** and informs the Production about the supply non-conformity and Store Manager informs the Purchasing Manager by using formal memo. The non-conformity is recorded on supplier evaluation record for supplier evaluation by the Purchasing manager.
- 4.6 The Purchasing manager calls the supplier to make a new order processing, informs him that the former supplies were not conforming and inquiries for nonconformity causes.
- 4.7 If the brand and supply quality criteria are met, the store Keeper shall verify the expiry date (shelf life) of every supply. If not conforming, the supplies are sent back to the supplier and the Location Manager is informed about the non conformity. In this case, KASCO shall inform production regarding supplier rejection. KASCO shall select another supplier to deal with, following the Supplier Evaluation procedure and approval procedure.
- 4.8 If the expiry date is conforming, supplies quantity should be determined. If the delivered quantity is conforming to the quantity order by the storekeeper, the order is received.

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4.9 If the delivered quantity exceeds the quantity ordered by the Purchase Department, the Store Manager informs Purchasing Department and asks if he shall accept to receive the delivered quantity. If no, he shall receive the ordered quantity only and send back the extra quantity to the supplier.

4.10 If the delivered quantity is inferior to the quantity ordered, the store keeper should receive the delivered quantity, record the missing quantity. A formal memo from the store Keeper informs the Purchasing manager responsible and the supplier evaluation record is up -dated.

4.11 The supplies order is received by the store keeper and the general assistants are responsible to enter the order to storage premises. The Storekeeper records the order.

#### **5.0 References**

Receiving Inspection Instruction

WI/STR-01

#### **6.0 Enclosures**

Nil

#### **7.0 Formats / Exhibits**

7.1 Product Receiving Checklist

F/CCP/01