

Guidance for Developing Good Operating Practice Procedures: Storage and Transport

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Amendment 1

1 Purpose / Scope

Write up your purpose and scope for Storage and Transport.

Example: To ensure any storage and transport facilities are operated in a manner that ensures the food is safe and suitable for its intended use.

Inclusions: storage of incoming materials, in-process and out-going food and associated things.

See also:

- Building, Facilities and Equipment;
- Incoming Materials;
- Identification and Traceability;
- Cleaning and Sanitation; and
- Pest Control.

These topics have been covered individually in other guidance documents.

2 Authorities and Responsibilities

Write up who has specific authorities and responsibilities for Storage and Transport. Think about managers, supervisors and other people as may be necessary, including any contractors.

Example: The business operator is responsible for Storage and Transport. Specific storage and/or transport responsibilities are assigned as follows [include specific details against a job title or role].

3 Control Measures

Write up how you ensure the storage and transportation of food and associated things is controlled.

3.1 Storage

Consider at least the following points:

- how you ensure goods are stored properly to prevent food contamination, e.g.:
 - where appropriate, outer packaging is removed before food enters storage areas;
 - to prevent misuse, ensuring goods are clearly identifiable after delivery packaging or 'outer' is removed (refer to separate guidance on Identification and Traceability);
 - removing discarded packing materials and other debris where pests can shelter;
 - rejected food is clearly identified and held in a separate area until it can be reworked, returned to the supplier, discarded or destroyed as appropriate;
 - ensuring non-food chemicals and equipment are stored in designated areas, away from food and raw ingredients (refer to separate guidance on Chemical Control);
 - ensuring separation of raw food and ingredients from cooked and ready-to-eat foods;
 - ensuring liquid from thawing food does not contaminate other foods;
 - ensuring there is an appropriate barrier to protect food from dust, dirt and insects etc. (e.g. storage bins with lids, food-grade plastic wrap or foil, finished product packaging as appropriate);
 - ensuring food storage containers are clean, non-toxic, and have not been used to store things other than food; food is not stored in opened cans;
 - ensuring food stored in refrigerated or frozen storage is not stored directly beneath condenser units;
 - ensuring food contact packaging is also stored under conditions to prevent contamination;
 - storing food off the ground and away from walls to minimise the risk of pest contamination; and

- where pellets are used, ensuring their condition is monitored to reduce the likelihood of splinters contaminating food; the condition of food storage bins / containers are also checked regularly and discarded if chipped or damaged.
- how you minimise the growth of any pathogenic microorganisms that may be present in the food, and prevent harmful toxins from forming, e.g.:
 - ensuring readily perishable food, prepared food and leftovers are stored at refrigeration temperatures (4°C or below, unless otherwise directed by the manufacturer's instructions) or frozen (at -12°C or below);
 - ensuring there is enough space around chilled and frozen food for air to circulate and maintain safe food temperatures;
 - ensuring frozen food remains frozen solid; food is not refrozen if it has thawed to the point that it is soft to touch;
 - thawing food under refrigeration; an alternative method may be used if you can demonstrate it does not affect the safety of the final food;
 - managing inventory so foods are used before their expiry (e.g. first-in/first-out stock rotation); food is removed and discarded if it is passed its 'Use By' date, spoiled, or the integrity of the packaging is broken, or cans are damaged;
 - ensuring food is removed from vacuum packaging once opened and, if restored, wrapped in a clean, food-grade material; and
 - ensuring dry storage areas are dry and well ventilated.
- how you ensure final product is not released before the results of any tests have been confirmed, e.g.:
 - ensuring product on hold is clearly identified and held in segregated storage or in a designated area away from other food;
 - ensuring staff are trained to recognise the product status and the significance if the product was to be used or dispatched; and
 - ensuring product is released only on the authority of an appropriate person.

3.2 Transport

Consider at least the following points:

- how you ensure food is transported properly to prevent contamination, e.g.:
 - ensuring raw food and ingredients are separated from cooked and ready-to-eat foods during transport;
 - ensuring non-food chemicals and equipment are transported completely separate to food, or segregated from food and raw ingredients during transport;
 - ensuring the vehicle is clean and in good repair; and
 - ensuring damage to the product and packaging is minimised during transport.
- how you minimise the growth of any pathogenic microorganisms that may be present in the food during transportation, e.g.:
 - ensuring readily perishable food is temperature controlled (i.e. hot food is transported hot (60°C or hotter) and cold food is transported under refrigeration, or frozen); an alternative method may be used if you can demonstrate it does not affect the safety of the food; and
 - where appropriate, ensuring the conditions for the transport of the food is humidity controlled.

4 Monitoring

Write up how you check that your storage and transport requirements are being met.

Consider the following checks:

4.1 Storage

- fridge and freezer temperature checks (and checks on any other areas as may be relevant); and
- visual inspection of cleanliness; stock rotation; expiry dates, separation of raw from ready-to-eat or cooked foods; evidence of pests, etc.

4.2 Transport

- delivery trials (e.g. time and temperature);
- temperature checks on equipment; and

- visual inspection of cleanliness, separation of food from chemicals; raw from ready-to-eat or cooked foods; signs of pest activity; signs of deterioration, damage to packaging &/or seals, personal hygiene and conduct etc.

5 Corrective Action

Write up how you correct any problems that monitoring identifies, or that you otherwise become aware of.

Include how you cover the following:

1. Defining the extent of the problem (i.e. what has happened, when and why it happened, and whether any product is affected);
2. Restoring control (i.e. the action needed immediately to stop more product becoming affected and to fix problem);
3. Handling of affected things (e.g. preventing any unsafe product from being used - see the separate guidance for Complaints, Non-conforming Product, Corrective Action and Recall); and
4. Preventing re-occurrence (e.g. using information gained from the problem to identify better ways to do things; developing better procedures; improve checking systems; providing better staff training; repairing or replacing faulty equipment, etc.).

6 Documentation and Record Keeping

Determine what records you need to keep for this procedure. These will help you to introduce and maintain consistent good practices, and to demonstrate to your verifier (auditor) that you are sufficiently controlling those factors that can impact on the safety and suitability of the food.

Assess any records you already have, and introduce any additional records you need for the monitoring and corrective action activities you specify in your procedure. When monitoring, you may have an option to either:

- record every check; or
- indicate that checks have regularly been carried out (e.g. throughout a week) and only record the results of a specific check where something went wrong. In these instances, always make a record of what you did to put things right (the corrective action).

Keep blank record forms handy for staff to use and let people know where they are. Keep completed record forms together where they can be found easily for your regular internal verification checks.

For your [general programme requirements](#) refer to the guidance document on the appropriate risk-based programme or plan which can be found on the Food Safety website.