

**SALSA Requirement: “All incoming goods shall be identifiable and where appropriate, be thoroughly checked on arrival for temperature compliance, damage, cleanliness and the absence of pest infestation. Where appropriate, certificates of analysis or compliance shall be obtained and held on file.”**

### Why?

It is a legal requirement to be able to trace who you have bought ingredients from; completing a form at ‘Goods-in’ provides a record. Checking your ingredients are at the right temperature and are undamaged at intake is important for safety.

### Tools

- 🔍 ‘Goods-in’ procedure
- 🔍 An ‘Approved Supplier’ list
- 🔍 ‘Goods-in’ Record form
- 🔍 Designated area for deliveries
- 🔍 Calibrated thermometer

### Tips

- 🔍 Give clear details to staff on what checks are needed on intake
- 🔍 Put goods away in the correct storage area quickly, especially temperature controlled items
- 🔍 Make sure there is enough shelf-life left on your deliveries for use in your products
- 🔍 Don’t forget to check in ALL ‘deliveries’ - even ingredients bought from supermarkets
- 🔍 For key raw materials, a good contingency plan is to have two approved suppliers

### What do I need to do?

- Document your intake procedure, clearly stating what staff need to check before accepting a delivery and what they should do if the delivery is incorrect.
- Keep records of all supplier deliveries. Record the details relevant to your HACCP plan such as:
  - Confirmation the ordered goods match the ones delivered
  - Correct supplier has been used
  - Temperature on delivery is correct (if relevant to HACCP)
  - Delivery is free from damage/pests
  - Condition of delivery vehicle - cleanliness *etc.*
- Ensure that all stock is suitably labelled for easy identification; this is the first step in your traceability system.
  - Your ‘Goods-in’ records (quantity, supplier, item, batch code, date) are the start of your traceability system & are required in the event of product recall or withdrawal.
  - If you choose to complete a ‘mass balance’ (how much you bought & when, through the products in which the ingredient was used and when & to whom they were sold), then these records are vital to allow quick and correct traceability.

- Ensure you have a raw material specification for each item you purchase so you can use the specification to check your deliveries match what you are ordering.
- If there is any doubt as to its suitability for use, (eg further tests required, awaiting a certificate of conformance or analysis), the stock should be clearly marked as being unsuitable for use and if appropriate, placed in a designated (Quarantine) location (see 3.2.1).

### Example

- The examples below are for a 'Goods-in' Procedure and Record Form
- You will need to decide what to include in your own procedure and records to meet your business and product needs.
- Look at your HACCP plan to see if you have identified all raw material deliveries or the temperature of delivery as CCPs and ensure your procedure is clear.

#### 'Goods-in' Procedure

For each delivery follow the procedure below. If you are not sure if the delivery is correct, discuss with the Quality Manager before deciding whether to accept or reject.

1. Check the vehicle interior is in a good hygienic condition with no sign of odour or taint.
2. Check the load contains the correct product(s) ordered.
3. Check pallets are intact *ie* no splinters or nails protruding.
4. Check bags, boxes, drums, cans *etc* are sealed and have no obvious damage/leaks.
5. Check no debris such as glass or dirt is on the product or packaging.
6. Check all pallets and ingredients for signs of infestation or evidence of pests.
7. Check chilled products are < 5°C (probe between products). **This is CCP 1.**
9. Check frozen products are below – 18°C (probe between products).
10. Check product has sufficient life left: record the BB / UB date per product when received.
11. Check certificates of conformity/analysis (where relevant) meet product specification.
12. Check batch codes and record.
13. Record details on form 1.6.3 a.
14. Chilled and frozen deliveries must be put away within 15 mins of delivery.

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<b>'Goods-in' Check Record</b>									
<p><b>1. Use the details on the 'Goods-in' Checklist (ref 1.6.3QM)</b></p> <p><b>2. If materials are not correct or not suitable, contact the Quality Manager before accepting delivery.</b></p>									
Delivery Date	Material	Quantity	Supplier	Best before/ Use by	Batch code	Temp °C	Acceptable/ Comments	Free of pests?	Check By
7/7/18	Wholemeal Bread	20 loaves	Pete's Bakery	13/5/18 – not correct	N/A	N/A	OK	Yes	FS
7/7/18	Ham	5kg	Tom the Pig man	25/5/18 not correct	N/A	4°C	OK	Yes	FS
8/7/18	Bread	15 loaves	Pete's Bakery	12/5/18 not correct	N/A	N/A	OK	Yes	FS
8/7/18	Ham	8kg	Tom the Pig man	8/5/18 not correct	N/A	9°C and package torn	NOT ACCEPTED – damaged & out of spec	Yes	FS
8/7/18	H. Boiled Eggs	1x12 dozen	Eggs To Go	22/5/18 not correct	N/A	5°C	OK	Yes	BS
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### Need more help?

- See **Tools & Tips** for 1.6.1 Supplier Assurance; 1.6.2 Raw Material Specifications; 3.4.1 Traceability - System; 3.4.2 Traceability – Trace Test
- **SALSA Guidance Notes** for Section 1.6 Control of Raw Materials