



Food Manufacture

# Goods In Department

## Lesson 1

Improve your knowledge of the goods in department in a food factory, focusing on key roles and actions within the department with this course.





# Learning Objectives

- Identify what actions need to be taken when getting ready for delivery in the goods in department
- State what actions needs to be taken when a delivery arrives in the goods in department
- Recognise when and why risk assessments and goods in checks are performed on raw materials





# Learning Objectives

- Summarise how risk assessments are performed
- Understand the supplier approval system
- Describe the goods in checks performed on deliveries
- Define what information should be recorded on goods in paperwork





# Learning Objectives

- Summarise the actions to be taken with product accepted, placed 'on hold' or rejected.
- Understand the importance of paperwork and effective communication in the goods in department
- Explain the importance of using a raw material specifications





**A food factory is made up of several different departments.**

**One of the first departments in the food manufacture process is the goods in department**





The goods in department is where all ingredients, products, packaging, chemicals and materials are accepted into the factory, checked and then taken to the relevant area





**When the goods in department is getting ready to check and handle a delivery there are three main things to prepare.**

1. Making sure the storage space is clean and tidy with enough space for the delivery.
2. Making sure any handling equipment needed is available and ready to use safely.
3. Making sure there is enough space for the delivery to be unloaded safely.



Once a delivery has arrived at the goods in department there are ten key steps to be taken







# Step 1

**Check the delivery documentation to make sure it is accurate and complete.**





## Step 2

**Check the delivery matches the delivery documentation.**





## Step 3

Make sure the delivery is unloaded safely and hygienically.





## Step 4

**Make sure any  
labelling required is  
completed.**





## Step 5

**Be careful not to cause any damage to the stock.**





## Step 6

**Deliver the stock to  
the appropriate  
place in a timely  
manner**





# Step 7

**Carry out the relevant risk assessment checks on raw materials and packaging.**





## Step 8

**Complete stock control requirements which may be recorded electronically or on documentation.**







## Step 9

**Inform the relevant persons or department when a delivery has been accepted.**





# Step 10

**Accurately  
complete all goods  
in paperwork.**





# Revision Activity 1

**Name the three main things to prepare when a delivery is due?**