



Food Manufacture

Goods In Department

Lesson 4

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





The paperwork completed in the goods in department should include five main pieces of information.

1. Date and time of delivery
2. Identity of raw material (batch number and used by/best before date) and quantity
3. List of checks completed and results obtained
4. Requirements for any further testing
5. Identity of staff completing checks



Once the raw material has been accepted onto the site and the checks and paperwork have been completed then the appropriate action should be taken. This should be one of three actions accept, 'on hold' or reject.





Accept

Accept the raw material and add it to the sites traceability and stock control system then move it to the appropriate storage area. Temperature sensitive raw materials must be moved in a timely manner.





'on hold'

Raw material is put 'on hold' awaiting paperwork for the supplier, product testing or quality assurance release. The raw material must be labelled as 'on hold' so it is not accidentally used.





Reject

The site rejects the raw material as it doesn't meet the standard requirements.





Effective communication in goods in is vital, as many different departments are affected by the management of raw materials.





**There are three
main reasons
why
departments
are affected
the most.**



Reason 1

The goods in team need to know quantities of materials ordered.



Reason 2

Quality assurance team need to know when materials that need testing or releasing into production are received.



Reason 3

Technical, quality assurance and buying teams need to know if non-conforming materials have been rejected.



Revision Activity 4

**Name a department
which is directly affected
by the rejection of raw
materials?**