**OBJECTIVE**

* + To establish procedures for receipt, storage and delivery, with the goal of ensuring the safety and security of our products.

**PROCEDURE**

**General**

* + - A space must be left between the stored products, racks, pallets and the walls to allow for a proper inspection.
    - A space must be left between the stored products, racks, pallets and walls to allow for adequate cleaning and sanitizing of the facilities, according to the Procedure for Cleaning and Sanitizing (SOP-PROCLDIS-5.4.4).

**Storage of chemicals**

* + - The company has an exclusive warehouse for chemicals that is separated physically from the other areas by walls and a door.
    - In this warehouse the temperature is controlled in a range of 15°C to 25°C so that the chemicals are not affected by reactions due to the temperature.
    - The Maintenance Department is responsible for maintaining the warehouse according to the SOP and the Preventive Maintenance Program (SOP-MAINT-5.4).
    - The Storage Assistant is responsible for placing products on the racks that correspond to them.
    - All food grade products or for contact with food are stored on racks or pallets, never directly on the floor.
    - The racks and pallets are in good condition.
    - When a product is required, the warehouse personnel are responsible for filling the order.

**Storage of packing material**

* + - The company has an exclusive warehouse for packing material that is separated physically from the other areas by walls and a door. The door remains closed when it is not in use.
    - The Maintenance Department is responsible for maintaining the warehouse according to the SOP and the Preventive Maintenance Program (SOP-MAINT-5.4).
    - The Storage Assistant is responsible for placing the packing material on the appropriate racks.
    - The packing material is stored on racks or pallets, never directly on the floor.
  1. **Storage of finished product**
     + The company has an exclusive warehouse for chemicals that is separated physically from the other areas by walls and a door.
     + The Maintenance Department is responsible for the warehouse maintenance according to the SOP and the Preventive Maintenance Program (SOP-MAINT-5.4).
     + Quality Control ensures that all the product that enters the finished product warehouse has its final packing and that it has the correct identification labels with (please provide the identification data used in your company, such as: the name of the product, presentation, parts, caliber, lot number, bar codes, etc…).
     + The Storage Assistant is responsible for placing the finished product on the appropriate pallets and/or racks.
     + The finished product is stored on racks or pallets, never directly on the floor.