

Warehouse Inspection Procedure

Each warehouse location's site and equipment will be inspected regularly to verify that Good Distribution Practices and building/equipment maintenance comply with the Food Safety Standards established for GWSI locations.

Warehouse Inspections

1. Warehouse Inspections will be conducted weekly by the Warehouse Manager or Preventive Controls Qualified Individual (PCQI) at their designated site. Whenever possible, a manager from a different location will attend the inspection to provide an independent perspective. The inspection shall include but not be limited to:
 - a. Restrooms
 - b. Break room
 - c. Office areas
 - d. Warehouse Storage locations
 - e. Equipment
2. Observations
 - a. Equipment Operators and compliance with handling standards and procedures. Restrooms, break rooms, and office areas should be clean and sanitary. Paper products and soap dispensers should be filled or supplies readily available.
 - b. Warehouse storage areas and aisles should be clear of debris and broom-swept clean. Look for signs of pest activity and roof leaks.
 - c. Equipment should be clean and in good condition. Look for signs of oil or hydraulic leaks and proper operation of safety equipment.
 - d. Equipment operators should be working in compliance with handling standards and procedures.
3. Warehouse Inspection Form
 - a. Warehouse Inspections performed weekly will be documented on a standardized Warehouse Inspection form.
 - b. The PCQI is responsible for verifying that weekly inspections follow this procedure.
 - c. The Warehouse Inspection form will record the area inspected and any observation of deficiency. Each observation will be classified as follows:

| | |
|-----------------------|---|
| Serious | Imminent food safety risk of program failure |
| Unsatisfactory | Safety risk to personnel and/or cargo |
| Compliance | Corrective measure to maintain established standards and procedures |

- d. Any observation classified as **SERIOUS WILL BE IMMEDIATELY REPORTED TO THE Food Safety Team**. Corrective actions for Observations classified as **SERIOUS** must be completed within 24 hours.

4. Corrective Actions

- a. A corrective action is to be determined for each observation of a deficiency in Food Safety Standards.
- b. The PCQI can work within the location group to identify a corrective measure and also has the option to review the deficiency with the Food Safety Team to find a solution.
- c. The PCQI will document the corrective action on the inspection form, the person or group responsible for completing the corrective action, and the date the corrective action is to be completed.
- d. The Warehouse Manager is responsible for monitoring corrective actions, providing management support, and documenting the date the corrective action was completed. The Warehouse Manager is also responsible for communicating any corrective action taken to all staff at the Warehouse Location.

5. Reporting Inspections

- a. The PCQI will include the weekly Warehouse Inspections and the status of associated corrective actions in their monthly report to the Food Defense Coordinator.
- b. The PCQI will also record all corrective actions in the Task folder of the shared drive.

6. Validation of Inspections

- a. The Food Defense Coordinator is responsible for verifying that Warehouse Inspections are completed as scheduled and that related corrective actions are completed promptly.
- b. The Food Defense Coordinator will evaluate the effectiveness of corrective actions and determine whether an action taken in one warehouse location should be implemented in all areas.

7. Records

- a. Records of Weekly inspections and corrective actions will be retained at each warehouse, scanned, and uploaded to the company Shared Drive.

Warehouse Review Checklist

1. Is the facility sanitary and free from rodents, birds, insects, and other animal infestation?
2. Is the facility safeguarded against theft, spoilage, and loss?
3. If applicable, are foods maintained at proper storage temperatures?
4. Are chemicals and cleaning solutions stored away from commodities?
5. Does the cleanness of the warehouse storage meet standards?
6. Does the warehouse use the “first-in, first-out” stock rotation method considering the pack/expiration dates?
7. Are other necessary protective measures taken?
8. Can the date the commodities were received at the warehouse be easily identified?
9. Is there a designated area for recouping damaged commodities?
10. Are there seals on all incoming food-grade shipments? If so, are the seals intact?
11. Are the seal numbers the same as those on the bill of lading?
12. If applicable, do the warehouse workers check the temperature of frozen and cooler shipments that arrive at the warehouse?