

CHECKLIST FOR SOURCING & PROCUREMENT OF RAW MATERIAL

Raw materials are an important part in any businesses, and more so in the food manufacturing and research and development sectors. Although obtaining raw materials from trustworthy and dependable suppliers aids in maintaining a consistent output, there are other aspects to take into account, which is clearly communicated in this checklist.

FRESHNESS	YES	NO	N/A
Fresh look (unbruised, free of shrivelled, patches, or other blemishes)			
Putrefaction, rotting, and off-Odor			
Products that are frozen and chilled arrive at the proper temperature.			
QUALITY	YES	NO	N/A
RM/ Products are devoid of any physical contaminants, such as dirt, dust, stones, wood, insect remains or other signs of infestation, metal fragments, or any other foreign matter.			
Food that poses a risk should be at or below 5 degrees in temperature.			
Foods that are frozen are at least -18°C in temperature.			
The raw material should have no offensive odours.			
The raw material has no fungus or foam formation on it.			
PRODUCT QUALITY OF PACKAGED FOOD ITEMS	YES	NO	N/A
All pack seals and packaging are in place.			
The pack is hole-free			
Pack air/vacuum intact			
The pack shows no evidence of rusting, puffing, leaks, or dents.			
Are there any indications of temperature abuse or thawing, such as water droplets inside the pack, etc.?			
Depending on their categorization (vegetable or non-vegetable), products have a brown or green mark on the package. 1			