1. It is the policy of **[Company Name]** to ensure that all food products received, handled and stored are dealt with in a food safe manner. In order to achieve this objective management shall ensure the following:

* Provision of adequate unloading facilities and inspection of all incoming materials,
* Provision of adequate storage facilities and implementation of correct storage methods to prevent contamination and deterioration of food,
* Effective measures to ensure correct labelling and maintenance of first-in-first-out principles.

|  |  |  |
| --- | --- | --- |
| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |