# Purpose

1.1 To ensure that product that does not conform to specifications will not pose a threat to the safety and quality of products packed/manufactured by **[Company Name].**

# Scope

2.1 This procedure outlines the actions to be followed when rejecting sub-standard or outdated raw material at point of receiving or final product during or after processing.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

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| **Non-Conforming** | Raw materials or products that do not comply with the product/raw material specifications. |

# Instructions and Guidelines

5.1 All foodstuffs not meeting the required quality standards must be segregated from conforming foodstuffs.

5.2 All food items shall be placed into containers which shall be identified with a reject sticker. Rejected foods are to remain intact in their original packaging.

5.3 Rejected goods must be placed in a clearly demarcated area. In case of chilled raw materials such as cultures, such products to be kept chilled until time of disposal. Dry goods to be placed in the area demarcated for dry rejected products.

5.4 If a supplier related non-conformance is identified the non-conformity must be taken up directly with the supplier, both telephonically and in writing.

5.5 Suppliers are requested to investigate the incident and supply feedback within 24 hours, as well as a remedial action plan.

5.6 The safe disposal of all rejected food items is handled by the appointed waste management company who issue a safe waste disposal certificate following each rejected food disposal request.

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