# Purpose

1.1 To ensure that all returned product to **[Company Name]**’s processing facility are controlled as to prevent poor stock rotation and fresh product contamination.

# Scope

2.1 This procedure applies to any product returned to the processing facility.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

|  |  |
| --- | --- |
| **None** |  |

# Instructions and Guidelines

## 5.1 Return of Product Is Divided as Follows

5.1.1 Damaged, contaminated and/or expired product.

5.1.2 Returned product not delivered.

## 5.2 Damaged, Contaminated and/or Expired Product

5.2.1 On return to the dairy, effective measures shall be implemented to ensure that there is no contamination risk of fresh product.

5.2.2 All returned damaged, contaminated and/or expired product shall be stored in a designated area.

5.2.3 Storage of returned goods shall not pose a food safety risk and shall be disposed of within 24 hours.

5.2.4 All discarded product will be removed by an authorised animal farmer.

## 5.3 Returned Dairy Product Not Delivered

5.3.1 All milk considered for resale or rework shall be subject to authorisation from the manager.

5.3.2 Product that does not adhere to the final product specifications shall not be considered for sale purposes.

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