



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Food Storage		
Applies To:	All Dietary Services Staff and Storekeepers		
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1. PURPOSE:

- 1.1 To ensure proper storage and safety of the food supply.
- 1.2 To reduce potential for pest infestation

2. DEFINITONS:

- 2.1 Food Storage – is important to ensure adequate provision throughout the year. Failure to ensure satisfactory conditions of temperature, humidity stock rotation and the integrity of packaging can result in problems of units or spoiled food but will at the very least, result in a considerable reduction in shelf life.

3. POLICY:

- 3.1 Perishable foods are placed in freezer or proper refrigerator upon delivery.
- 3.2 All staples are dated upon arrival with the day, month, and year and stored on the shelves in a ventilated store room.
- 3.3 All foods and supplies are rotated into storage with the older units in front or on top as appropriate **"First In First Out"** (FIFO method).
- 3.4 Food is stored away from potentially hazardous substances such as cleaning supplies
- 3.5 Paper goods may be stored with food supply.
- 3.6 Temperatures of refrigerators/freezers are checked daily to assure that recommend temperatures are maintained.
- 3.7 Storerooms are kept locked; access is limited to approve person.
- 3.8 All storage is off the floor (minimum 6").
- 3.9 Storerooms are arranged in order of the inventory control list.
- 3.10 Storerooms are kept neat and clean.

4. PROCEDURE:

- 4.1 Product Date Codes:
 - 4.1.1 To ensure good stock rotation and compliance with the Food labeling Regulations, all foods with the exception of unprepared and uncut fruits and vegetables, sugar, wine, salt, fresh bread must be date coded. Produce delivered by nominated suppliers will be date coded as part of the purchase specification. Data codes are classified under two headings:
 - 4.1.1.1 **USE BY** – applied to highly perishable, 'high risk' products such as cooked meats, dairy products.
 - 4.1.1.2 **BEST BEFORE** – applied to perishable and non-perishable foods, e.g. cereals and acked products, cans, bottles, usually with a shelf life of over three months.

- 4.1.1.3 All products must be used before the expiry of these dates but care must be taken when using products to also check additional instructions, for example: refrigerate after opening, use within three days of opening. It is a direct offence to have food in possession beyond its use by date.
- 4.1.1.4 Opened packs of food should be: defined into clean containers with close fitting lids, labelled and date coded. The rule **FIRST IN – FIRST OUT** should always be applied.
- 4.1.2 Refrigeration:
 - 4.1.2.1 Refrigeration is a method of storage by which spoilage is delayed but not prevented.
 - 4.1.2.2 The following rules should be applied when storing food in a refrigerator.
 - 4.1.2.3 High risk food should be stored between 0°C – 4°C
 - 4.1.2.4 Fresh meat, poultry and fish should be stored between 0°C – 1°C
 - 4.1.2.5 Frozen foods to be stored at or below -18°C
 - 4.1.2.6 Cook – chill products to be stored at 3°C or below
 - 4.1.2.7 High risk foods are usually those which contain protein and are intended for consumption without treatment which would destroy such organisms, e.g:
 - 4.1.2.7.1 All cooked meat and poultry.
 - 4.1.2.7.2 Cooked meat products including gravy and stock.
 - 4.1.2.7.3 Milk, cream, artificial, custards and dairy produce.
 - 4.1.2.7.4 Cooked eggs and products made with eggs, for example mayonnaise, but excluding pastry, bread and similar baked goods.
 - 4.1.2.7.5 Shellfish and other seafood, for example, oysters.
 - 4.1.2.7.6 Cooked rice.
- 4.1.3 Refrigerators:
 - 4.1.3.1 Refrigerators should be easily accessible and not be positioned near to any heat source. Ideally, they should be in well ventilated areas away from direct sunlight.
- 4.1.4 Loading refrigerators
 - 4.1.4.1 Refrigerators should be packed in a manner which allows good air circulation. All food should be covered to prevent drying out, cross contamination and odor absorption. However food packaging should not be stored as this may introduce contamination into the refrigerator. Highest risk foods should be given priority if space is limited and should be stored at the rear of the refrigerator and always above raw foods.
- 4.1.5 Cleaning
 - 4.1.5.1 This should take place on at least a weekly basis using food safe chemicals. Spillages should be cleaned as soon as they occur. After cleansing, the surfaces need to be completely dried. If the refrigerator does not defrost, automatic defrosting should take place at least one a week to ensure that there is no build-up of ice. A cleaning record should be kept
- 4.1.6 Maintenance
 - 4.1.6.1 Refrigerators should be serviced in accordance with manufacturer' recommendations.
- 4.1.7 Selecting Refrigeration
 - 4.1.7.1 The following factors should be considered:
 - 4.1.7.1.1 Operating Temperatures
 - 4.1.7.1.2 Units must be capable of maintain satisfactory storage temperatures in busy kitchens.
 - 4.1.7.1.3 Fan – assisted cooling is essential to circulate cold air throughout the storage compartment and maintain uniform temperatures

- 4.1.7.1.4 Construction: Should be constructed to facilitate easy cleaning. Large motors are best positioned outside as they generate heat and collect dust. Ideally doors and floors should be stainless to provide the greatest resistance to impact change.
- 4.1.7.1.5 Automatic Defrost: Ensures that the coil remains free of insulating ice, and keeps down the running cost. It is also useful if there is a light which indicates when the unit is on automatic defrost.
- 4.1.7.1.6 Thermometers: Should be located externally and be easily readable with the door(s) closed. Regular temperature checks using and independent thermometer should also be made.

5. MATERIALS AND EQUIPMENT:

- 5.1 Food Storage Cabinets.

6. RESPONSIBILITIES:

- 6.1 Storekeeper.
6.2 Dietician.






7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book
8.2 Kingdom of Saudi Arabia, General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], 1434.

9. APPROVALS:

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