

## Food and Beverage Compliance Checklist

### PRE-SHIPMENT PREPARATION

- Confirm that your shipment complies with the Food Safety Modernization Act (FSMA) requirements.
- Pre-cool all refrigerated containers and transport units to specified temperature before loading.
- Ensure all packaging materials meet safety and hygiene standards.
- Label each item or package with essential information such as origin, destination, and handling instructions.
- Double-check all necessary documentation, such as the Bill of Lading, Food Safety Plan, and hazard analysis records.

### EMPLOYEE TRAINING AND CERTIFICATION

- Ensure all employees handling food shipments have completed and up to date FDA-approved food safety training.
- Provide employees with hazard communication training on handling potentially hazardous food products.

### IN-TRANSIT COMPLIANCE MONITORING

- Set up alerts for temperature deviations to respond promptly if a problem occurs.
- Use GPS and tracking technology to monitor the shipment's location and reduce the risk of delays for all stakeholders.
- Perform scheduled inspections at checkpoints to ensure the cargo is in compliance with temperature, hygiene, and safety standards.
- For perishable goods sensitive to humidity, check and adjust ventilation and humidity controls as needed.
- Maintain a log of all in-transit temperature records, inspection results, and any corrective actions taken.

### DELIVERY AND UNLOADING COMPLIANCE

- Perform a final temperature check upon arrival to ensure the goods remained within safe limits.
- Ensure that unloading procedures meet food safety standards, including using clean equipment and avoiding contamination risks.
- Cross-check shipment documentation with the receiving party to verify accuracy.
- Conduct a post-delivery inspection to ensure all items are intact and have maintained quality.

### DOCUMENTATION DOCUMENTATION AND RECORD-KEEPING

- Store all relevant documents for each shipment, including temperature logs, training records, hazard analysis, and safety plans.
- Ensure that emergency contact details are readily available in case of incidents during transit.
- Archive shipment logs for quick access during regulatory audits or reviews. **Pro Tip: use a TMS for easy retrieval and backup**
- Schedule regular internal audits to ensure ongoing adherence to food safety regulations and improve processes where needed.

### TROUBLESHOOTING AND CORRECTIVE ACTION

- Set a standard operating procedure for handling temperature deviations, immediate response actions, notifications, and documentation.
- Document any incidents, including actions taken to address issues and prevent recurrence.
- Inspect products for damage or spoilage during or after transit, and discard items that do not meet safety standards.