 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P03-S01
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Dietary Department
	Document Title:	<b>RECEIVING MEAT (BEEF, PORK, POULTRY, FISH, SHRIMPS)</b>

**PURPOSE:**

To ensure that the meat delivered in our facility is fresh and has passed quality standards.

**SCOPE:**


Applies to all Dietary Department Staffs

**RESPONSIBLE PERSON:**

Dietitian and Cook

**GENERAL GUIDELINES:**

1. All food should be inspected before it is accepted in our facility.
2. Check the packaging if it is whole and unbroken. Watch out for nibbled packaging, torn boxes, leaking containers.
3. Food inspected should qualify in the following standards:
  - 3.1 **Beef, Pork**
    - 3.1.1 Beef's color should be bright, cherry red.
    - 3.1.2 Pork, light pink meat, firm white fat.
    - 3.1.3 No sour or foul odor.
    - 3.1.4 Texture is firm and springs back when touched.
    - 3.1.5 Packaging should be in good condition with no tears or holes in the wrapping.
  - 3.2 **Poultry**
    - 3.2.1 Flesh should be pinkish in color
    - 3.2.2 Chicken skin should have no discoloration around neck and wings
    - 3.2.3 Should have no sour or foul odor
    - 3.2.4 Fresh chicken's texture must be firm and springs back when touched

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3.2.5 Frozen chicken must be surrounded by ice upon delivery to ensure the temperature and look for the “best before” date on the package.

### 3.3 Fish

3.3.1 Gills should be removed

3.3.2 Skin should be bright, reflecting light easily and have a metallic look

3.3.3 Eyes should be clear, firm and shiny

3.3.4 Flesh is not mushy or easily indented with finger

3.3.5 Tail should be very stiff with firm flesh as well.

### 3.4 Shrimps

3.4.1 Shrimp should still be in its shell and with the head still attached


3.4.2 Eyes should have prominent appearance in the head

3.4.3 Shell should have firm and glossy appearance

3.4.4 Must not have a strong odor and should smell of seawater or seaweed.


## **PROCEDURE:**

1. Dietitian makes market order through Materials Management Department every-day for perishable items.
2. Dietitian forwards market order to the Materials Management Department on or before 1 o'clock.
3. Materials Management Department calls the supplier.
4. Cook receives the order the following day.
5. Cook checks the delivered goods against receipt making sure that the delivered goods matches the order.
6. Cook stores the received goods in the freezer/refrigerator immediately after delivery to ensure the freshness of the items.
7. Dietitian endorses the delivered goods to the Cook for food preparation.

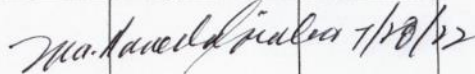



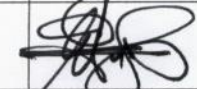
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4. *How to Tell if Shrimp Is Not Fresh.* (n.d.). Our Everyday Life. Retrieved June 2, 2020, from <https://oureverydaylife.com/how-to-tell-if-shrimp-is-not-fresh-12388904.html>
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**APPROVAL:**

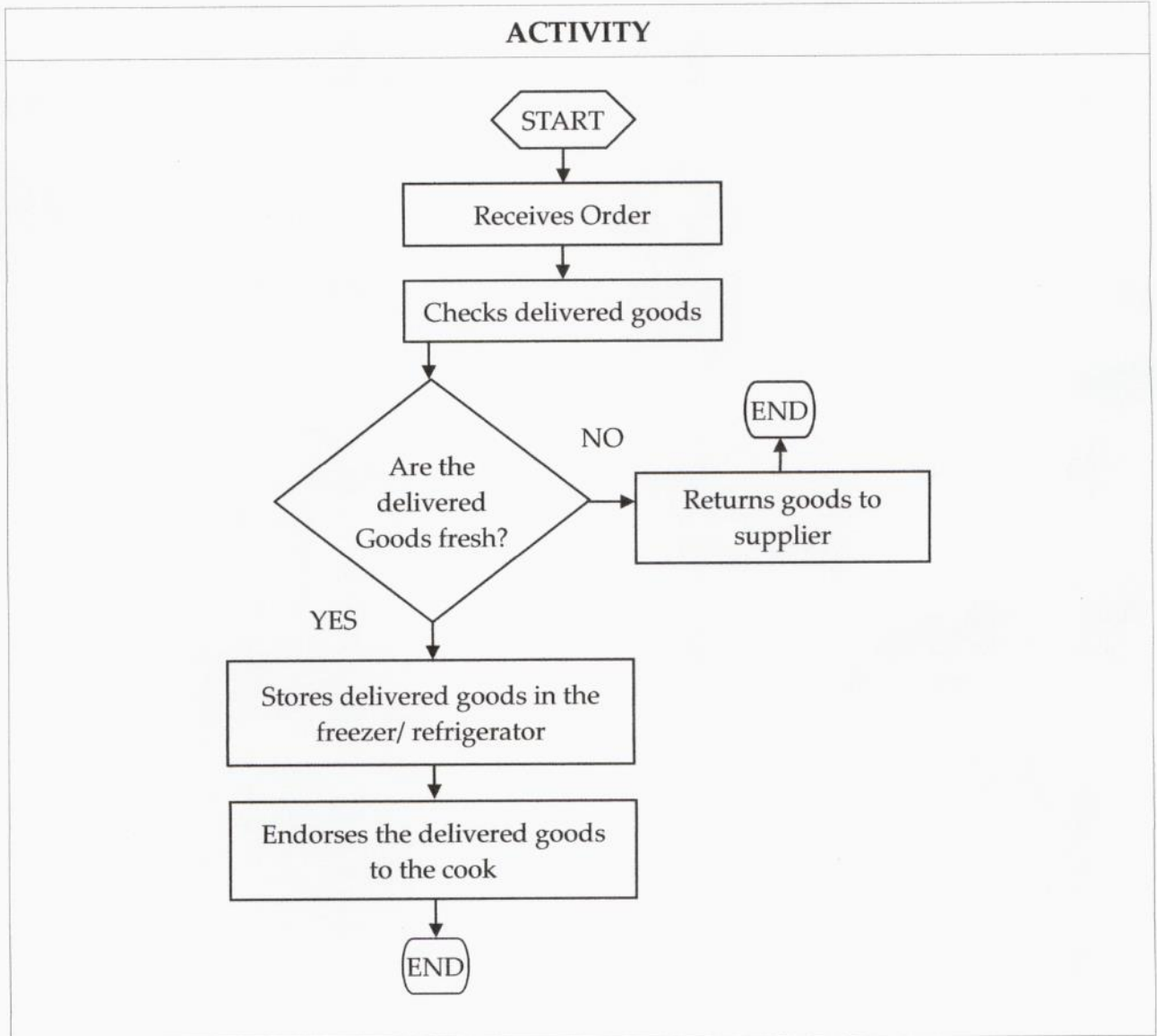
	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager		7/20/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		9/28/2022
Recommending Approval:	<b>ENGR. NOEL P. GARBO, FPCHA</b> Engineering and General Services Division Officer		8/2/22
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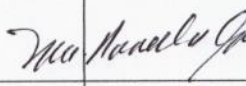




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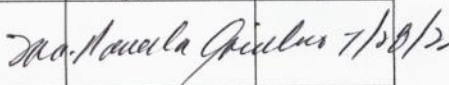




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Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager		7/28/22
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Recommending Approval:	<b>ENGR. NOEL P. GARBO, FPCHA</b> Engineering and General Services Division Officer		8/1/22
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/31/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/10/22

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KEY TASKS	PERSON RESPONSIBLE
1. Makes market order through Materials Management Department everyday for perishable items.	Dietitian
2. Forwards market order to the Materials Management Department on or before 1 o'clock.	
3. Calls the supplier.	Materials Management Department
4. Receives the order the following day.	Cook
5. Checks the delivered goods against receipt making sure that the delivered goods matches the order.	
6. Stores the received goods in the freezer/refrigerator immediately after delivery to ensure the freshness of the items.	
7. Endorses the delivered goods to the Cook for food preparation.	Dietitian

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager		7/28/22
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Recommending Approval:	<b>ENGR. NOEL P. GARBO, FPCHA</b> Engineering and General Services Division Officer		8/2/22
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		8/2/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/10/22



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	Revision Number:	2
	Effective Date:	07-30-2020
	Document Type:	Policy
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	Department/Section:	Dietary
	Document Title:	RECEIVING MEAT (BEEF, PORK, POULTRY, FISH, SHRIMPS)

**PURPOSE:**

To ensure that the meat delivered in our facility is fresh and has passed quality standards.

**LEVEL:**

Dietitian, Supplier, Cook, Materials Management Personnel

**POLICY:**


1. All food should be inspected before it is accepted in our facility.
2. Check the packaging if it is whole and unbroken. Watch out for nibbled packaging, torn boxes, leaking containers.
3. Food inspected should qualify in the following standards:

**3.1 Beef, Pork**

- 3.1.1 Beef's color should be bright, cherry red.
- 3.1.2 Pork, light pink meat, firm white fat.
- 3.1.3 No sour or foul odor.
- 3.1.4 Texture is firm and springs back when touched.
- 3.1.5 Packaging should be in good condition with no tears or holes in the wrapping.

**3.2 Poultry**

- 3.2.1 Flesh should be pinkish in color
- 3.2.2 Chicken skin should have no discoloration around neck and wings
- 3.2.3 Should have no sour or foul odor
- 3.2.4 Fresh chicken's texture must be firm and springs back when touched
- 3.2.5 Frozen chicken must be surrounded by ice upon delivery to ensure the temperature and look for the "best before" date on the package.

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### 3.3 Fish

- 3.3.1 Gills should be removed
- 3.3.2 Skin should be bright, reflecting light easily and have a metallic look
- 3.3.3 Eyes should be clear, firm and shiny
- 3.3.4 Flesh is not mushy or easily indented with finger
- 3.3.5 Tail should be very stiff with firm flesh as well.

### 3.4 Shrimps

- 3.4.1 Shrimp should still be in its shell and with the head still attached
- 3.4.2 Eyes should have prominent appearance in the head
- 3.4.3 Shell should have firm and glossy appearance
- 3.4.4 Must not have a strong odor and should smell of seawater or seaweed.




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**APPROVAL:**

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Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>Noel P. Garbo</i>	7/24/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>H. Alavaren</i>	8/7/2020
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis Goldi D. Golingan</i>	09-15-2020

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	Document Title:	RECEIVING MEAT (BEEF, PORK, POULTRY, FISH, SHRIMPS)

**APPROVAL:**

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Prepared by:	<b>MA. PAMELA P. GARILAO</b> Dietary Manager	<i>Ma. Pamela Garilao</i>	7/17/20
Reviewed:	<b>JOANNA MARIE M. AGUILAR, RN</b> Accreditation Standard Internal Auditor	<i>Joanna Aguilar</i>	7-22-2020
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>D. Escalona</i>	07-22-2020
Recommending Approval:	<b>ENGR. NOEL P. GARBO, FPCHA</b> Corporate Strategic Support Officer	<i>Noel P. Garbo</i>	7/24/2020
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer	<i>H. Alavaren</i>	8/7/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-CSSD-DIET-P007
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**PROCEDURE:**

1. Dietitian makes market order through Materials Management Department every-day for perishable items.
2. Dietitian forwards market order to the Materials Management Department on or before 1 o'clock.
3. Materials Management Department calls the supplier.
4. Cook receives the order the following day.
5. Cook checks the delivered goods against receipt making sure that the delivered goods matches the order.
6. Cook stores the received goods in the freezer/refrigerator immediately after delivery to ensure the freshness of the items.
7. Dietitian endorses the delivered goods to the Cook for food preparation.

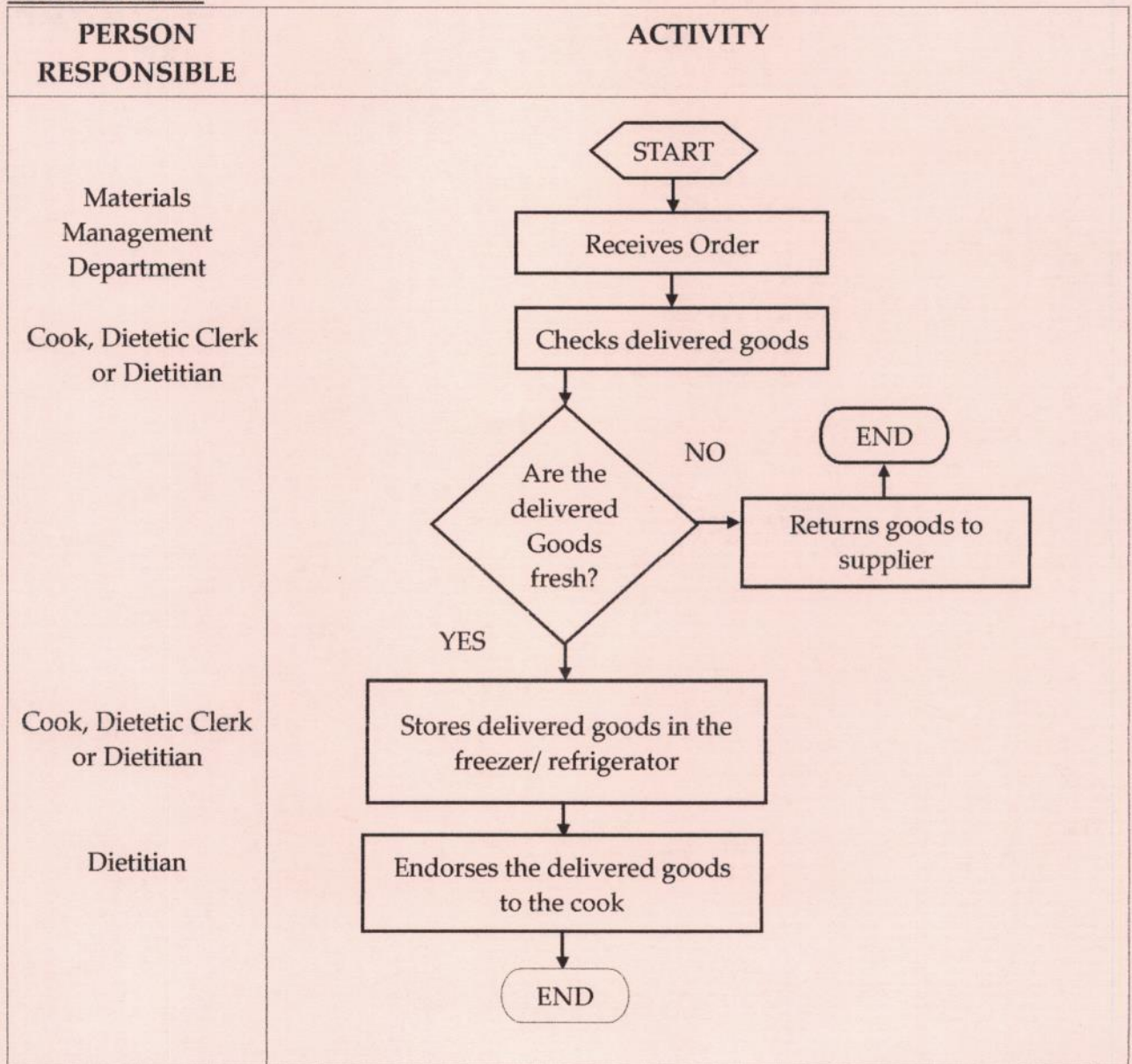


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**FLOWCHART:**



MASTER COPY

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### WORK INSTRUCTION:

#### **Dietitian**

1. Does market order daily for the day's usage.
2. Forwards market order to Materials Management Department.
3. Double checks the delivered goods against receipt.
4. Endorses to Cooks the goods for cooking.

#### **Cook**


1. Receives the market order for the day's usage.
2. Checks delivered goods against receipt.
3. Stores perishable goods in the freezer/refrigerator.
4. Receives the endorsed goods for cooking from the dietitian.

### DOCUMENTATION:

1. Market order list
2. Menu for the day
3. Official receipt
4. Logbook

### DISSEMINATION:

1. Unit Meetings
2. Constant coordination with the Marketing Management Personnel and Cooks for the receiving of market orders daily.

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