 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-CSSD-DIET-P010
	Revision Number:	1
	Effective Date:	08-10-2020
	Document Type:	Policy
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	RECEIVING OF DRY GOODS

PURPOSE:

To ensure that all items delivered are in good form (texture, no spoilage, good appearance) or any signs of contamination.

LEVEL:

Dietary Personnel, Material Management Personnel, Supplier

POLICY:

1. The packaging of dry goods should be intact and in good condition.
2. It should be in normal color and odor.
3. There should be an absence of water stains, dampness, mold, insect and rodent infestation and droppings.
4. Items found to be not in conformity with the set standards will be returned to the supplier.



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA P. GARILAO Dietary Manager	<i>Ma. Pamela P. Garilao</i>	7/27/20
Reviewed:	JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Auditor for Non-Patient Care	<i>Joanna Marie M. Aguilar</i>	7-28-2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	07-29-2020
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>Engr. Noel P. Garbo</i>	7/29/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. 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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PROCEDURE:

1. Dietary and Material Management Personnel receives delivered items from suppliers based on purchase orders.
2. Delivered items not conforming to the set standards will be returned.
3. Weighs item on the weighing scale, if needed.
4. Checks amount against delivery receipt and completeness of goods.
5. Dietary Personnel places item immediately in the freezer, refrigerator or storeroom.
6. Material Management Personnel signs and keeps the original delivery receipt.
7. Dietary Personnel receives a duplicate copy of the delivery receipt from the Material Management Personnel.
8. Dietary Personnel records the duplicate copy in the logbook.

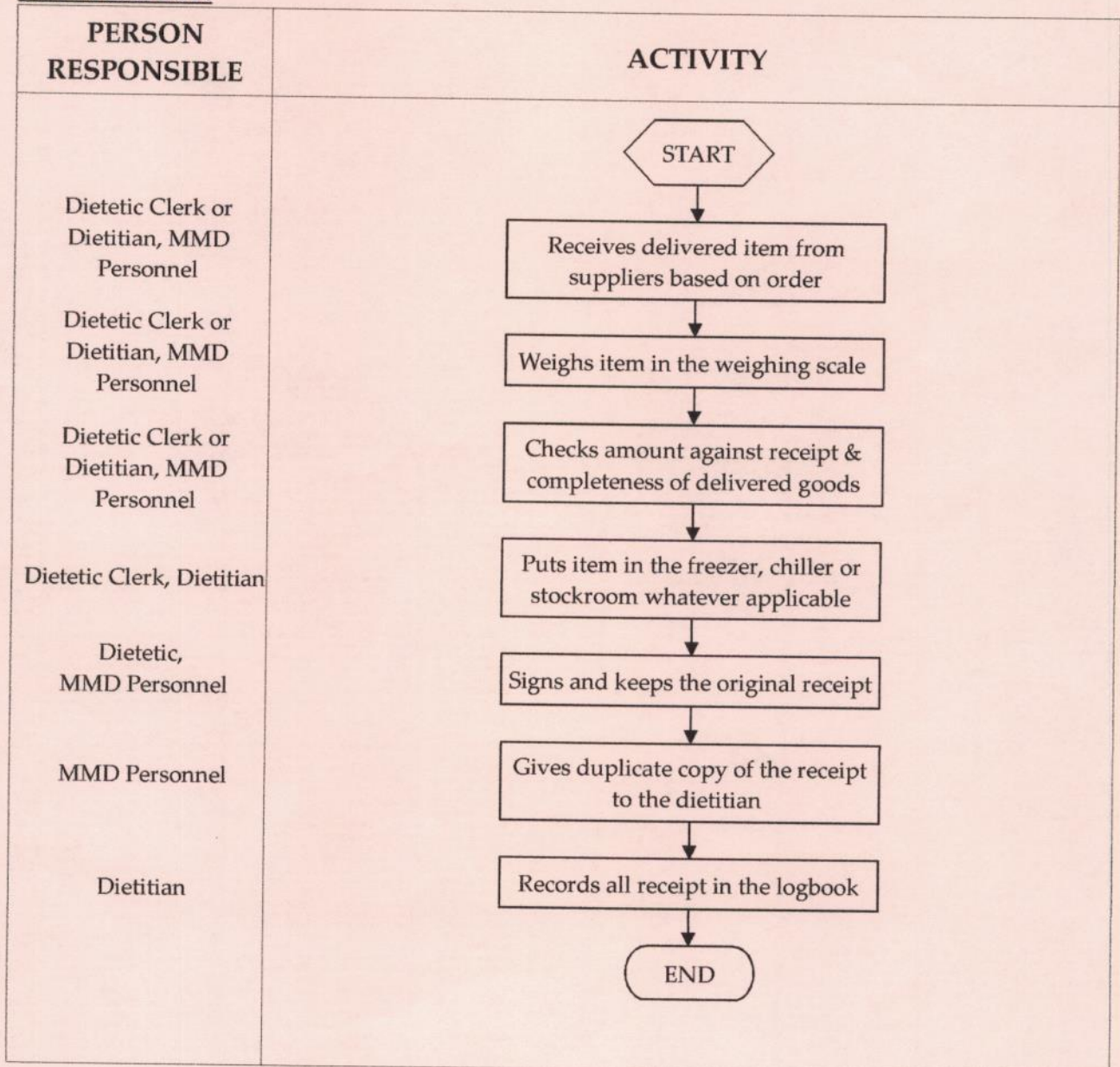



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FLOWCHART:



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WORK INSTRUCTION:

Dietitian

1. Receives delivered item from suppliers based on purchase orders.
2. Weighs items in the weighing scale.
3. Checks the completeness of delivered goods.
4. Places delivered items in the freezer, refrigerator, or storeroom.
5. Signs official or delivery receipts.
6. Records receipt in the logbook.

Materials Management Personnel

1. Receives delivered item from suppliers based on purchase orders.
2. Weighs items in the weighing scale.
3. Checks the completeness of delivered goods.
4. Signs receipts official or delivery receipts.
5. Gives duplicate copy of the receipt to the dietitian.

Dietetic Clerk

1. Receives delivered item from suppliers based on purchase orders.
2. Weighs items in the weighing scale.
3. Checks the completeness of delivered goods.
4. Places delivered items in the freezer, chiller, or storeroom.

DOCUMENTATION:

1. Delivery Receipts
2. Logbook

DISSEMINATION:

1. Unit Meetings
2. Constant coordination with the Materials Management Department for the receiving of the food supplies.