

HELL ENERGY HUNGARY LTD.

GOOD HANDLING PRACTICE III. WAREHOUSING

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Chapter III. – Warehousing

1. Warehouse requirements

1. Possesses a business licence, on a specially established and authorized area, complying with public health, foodstuff hygienic, environmental, fire safety, safety and security standards.
2. Protects the products from pollutants and environmentally damaging effects due to its design and comply with the product specification. It also minimizes the risk of contamination or any other negative effect.
3. Traffic routes are well separated, kept free and clean.
4. Where the FIFO principle (first in– first out) is applied and the requirements of product storing can be realised.
5. Possesses well closing openings without gaps (in case of bulk goods, leak-proof).
6. Perfectly protected against the inlet of pests.
7. There is appropriate order, cleanliness and is cleaned regularly
8. Ensures the storing conditions required to preserve foodstuff and additionally takes care of keeping the hedonic value of foodstuff and prevents them from infections, pollutants, deterioration.
9. The persons responsible for the operation of the storage sites must be trained.
10. All incoming goods, including packaging and labels, should be inspected for compliance with regulations and a specific inspection plan. The control plan shall be justified by a risk assessment. A record of inspections shall be made available.
11. Loading/unloading areas shall be constructed in such a way that:
 - a. reduce the risk of pest introduction
 - b. protect products from adverse weather conditions
 - c. avoid the accumulation of waste
 - d. prevent condensation and mold formation
 - e. they should be easy to clean.

2. Requirements of product warehousing

Delivered goods must immediately be transported to the appropriate warehouse not to get polluted and not to be exposed to environmentally damaging effects. Products must not be stored in a damp place, in rain and be exposed to direct sunlight.

Products cannot be stored close to chemicals, which can cause corrosion or any other media, which can pollute the product.

Traffic routes must be kept free and clean. A space must be left between the pallets with this ensuring the safe transportation.

The openings must be without gaps and well closing. The inlet of pests must be prevented, do not allow them enter into the storage area.

Toxic baits or other media harmful for human health must not be stored under one airspace.

Unauthorized persons must not enter the warehouse and their access to the products must be denied.

During storing the products the storing conditions maintaining the quality preservation of foodstuff shall be ensured:

- In case of CANS: dry space and cargo hold, temperature between 5-35 °C, relative humidity max. 75%, temperature fluctuations in a short period of time cannot exceed 10 °C.
- In case of PET bottles it is important, above the before mentioned, that they shall be protected against direct sunlight.
- in case of bulk goods (milk, granulated sugar) the parameters included in the specification of the stored raw material must be observed.

Care must be taken of the preservation of the hedonic value of stored products and prevent them from infections, pollutants and deterioration.

Stored foodstuff (drink) must be checked regularly (weekly) due to their expiry dates or other quality problems. Deteriorated, deterioration suspicious, best before time expiring products must be removed from the storing area immediately, must be stored separately from other foodstuff and indicated well visibly. Care must be taken of their elimination.

Other products with qualitative claims must be separated well from impeccable products and indicated with appropriate marking.

Storing without pallets (on the ground) is prohibited.

Pallets shall be placed close to each other without touching.



Products are not suggested to put on each other even if there is not enough space. Additionally other products must not be put on top of the pallets, because they can pollute the product or damage packaging

Stacks shall be placed in a way that anyone can circle around. Appropriate placing shall be ensured between pallets and walls (a person can walk behind).

Products shall be placed according to the FIFO principle (First In First Out). It means that those products are placed in the front, which expire earlier, so they will be consumed first.

Products shall be placed in the warehouse separately and specialized to be accessible, checkable and easily removable.

Identifiability of products must be ensured until their complete use. In case of their repackaging appropriate marks must be indicated on the new packaging as well.

Bales must be stored only in appointed areas and care must be taken of their soonest removal.

Hygienic conditions must be ensured in warehouses, care must be taken of regular cleaning, maintenance and the removal of scraps and unused equipment.

In case of experiencing non-conformity of storing conditions, after sensory tests in case of conformity of the product the proper storing conditions must be ensured.

3. Requirements of product movement

During product movement the following requirements shall be applied:

- Forklift operators shall be trained for good handling practice and draw their attention for the importance of careful and right can handling. It must be checked by the warehouse manager (and additionally the Deliverer and Recipient) continuously.
- Before product movements the soundness of pallets shall be checked. The movement of damaged pallets is strictly forbidden. Besides it hides material damages, such operations are very dangerous. In case the pallets are damaged, products shall be repalletized before movements.
- Before product movements one shall ascertain that the products placed on pallets are stable. Movement of visibly moved pallets is strictly forbidden. In case they are unstable, they must be repalletized before movement.
- Full extension of the products must be on the pallets. Movement of product, which over extended the pallets is forbidden. In case it is visible that the product extends the pallet, it should not be moved, it must be repalletized immediately.



- The design of the forklift shall be such that the fork shall not exceed the pallet as the exceeding fork can cause severe damages.
- Forklifts must grab the pallets always in right angle, forks shall be in level in the middle to avoid damage to the pallet or the products placed on it.
- When enrolling the pallets the lift towers must approach the product carefully. The tower must not touch the product because it can cause damages.
- Pushing or pulling the pallets on the ground is forbidden because it can cause damage to the pallets or the products on it.
- Product movement shall be performed only in vertical position.

