FOOD RECEIVING CHECKLIST

Month_____ Year_____

Receiving rules:

1. Record EACH and EVERY delivery of food, even dry goods
2. Check and place perishable food into fridges/ freezers ASAP!
3. If the food does not have an expiry date, write the receiving date onto the food
4. Remove food from cardboard boxes, and place into plastic/ stainless steel crates (except frozen food)
5. If foods are damaged or have signs of pests or are above temperature, REJECT the food.

Date	Name of Supplier	Is the delivery vehicle clean and in good condition? YES / NO?	Is the packaging clean and in a good condition? No pests? YES/NO?	Does all of the food have an expiry date? (write the date)	Is there enough time before the foods expire to use them? YES/NO?	**Temperature of delivered food** (please measure and record temperature here)	Are chilled foods less than 8ºC? Are frozen foods less than 12ºC? YES/NO?	Is the delivered food ACCEPTED or REJECTED?	**Corrective Action:** If you answered NO to any of the questions, what did you do to fix the problem?	**Signature:** Please sign your name to confirm that you checked the foods correctly.