Incoming Goods Record

Business name:
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Staff are to record **at least two products** off each delivery of differing textures. All cold foods are to be at or below 5°c upon delivery. Hot Foods above 60°c. Record corrective actions as and when necessary to demonstrate actions taken in the event of an anomaly.

Delivery Time	Delivery Date	Supplier Name	Record Two Products	Temp °C Must be <5 °c	Frozen Hard? Y or N	Dry Store (Do a Visual check)	Delivery Accepted or Rejected? (A or R)	Designated storage area?	Corrective actions Taken Detail actions taken – record over page if more detail is required	Receival Staff Initials

Corrective Actions **Guide** –
- All refrigerated products must be delivered at or below 5.0ºc / Hot foods must be above 60.0ºc
- Reject food that does not pass the visual check or is not delivered at the required temperature, as detailed above
- All frozen products should be frozen hard (a temperature recording of these is not required)
- All perishable goods should be within use by date (ie. day and date) - and/or - dry goods within their best before date (month and year)
- Do not accept goods if they do not comply with packaging conditions, as detailed above
- Goods that do not comply must be reported to Food Safety Supervisor and a comment recorded in the Corrective Actions column (ie. what did you do with the food?)
- Staff are to record two products of differing textures per delivery received (ie. Milk and cheese / yoghurt and bacon / Whole meat and minced meat)