

INCOMING GOODS

TEMPERATURE INFORMATION

- cold foods – at or below 5°C
- frozen foods – Frozen hard (does not include partially thawed)
- hot foods – at or above 60°C.

DESIGNATED STORAGE AREAS

The incoming goods should be stored in the relevant areas as soon as possible, these include:

- refrigerators/freezers/cool rooms
- dry storage
- hot holding equipment.

VISUAL CHECK

- use by date/ best before date (foods past the 'use by' date are prohibited from being sold. Foods past the 'best before' date can be sold provided the food is not damaged, deteriorated or perished)
- packaging (damaged, deteriorated, perished or inappropriate material)
- labelling (name of food, name and address of supplier, lot identification)
- pest contamination (droppings, eggs, webs, feathers etc.)
- foreign objects (dirt, metal, hair)
- delivery vehicle (clean, not carrying chemicals or other contaminants in the same area as food).

Note: *If you receive bulk orders that already have an itemised receipt, you may wish to attach the receipt (or a copy) to this record sheet and then complete only summary details in this record.*

Date	Time	Supplier No.	Product	Temp. °C	Visual Check	Accepted/ Rejected	Designated Storage Area	Corrective Action	Checked By

***Corrective action – Reject food that does not pass the visual check or is not delivered at the required temperature.**