

## INCOMING GOODS RECORD

[illegible]

**\*\* \*Reject food that does not pass the visual check or is not delivered at the required temperature\*\*\***

1 Refer to Approved Food Suppliers List - If you receive bulk orders that already have an itemised receipt, you may attach the receipt (or a copy) to this record sheet and then complete only summary details in this record.

### Temperature Information

- frozen foods must be solid and not partly thawed
- cold foods must be delivered at 5°C or below
- hot foods must be delivered at 60°C or above

### Visual Check

- delivery vehicles must be clean, not carrying chemicals or other contaminants in the same area as food
- use by date – foods past this date are prohibited from being sold
- best before date – foods past this date can be sold provided the food is not damaged, deteriorated or perished
- labelling must include the name of food, name and address of supplier, lot identification
- packaging must not be damaged, deteriorated, perished or appropriate material
- pest contamination – food must not contain droppings, eggs, webs, feathers, etc
- foreign objects – food must not contain dirt, metal, hair, etc

**Designated Storage Areas** - The incoming goods should be stored in the relevant areas as soon as possible, these include:

- refrigerators, freezers or cool rooms
- dry storage
- heating equipment such as bain maries or display units

**Manager approved (sign here):**

Date: