**Monitoring Incoming Food Deliveries**

***Food Safety Standard 3.2.2 Clause 5***

The quality and safety of all incoming food products and raw materials should be checked off and items recorded. This is done by checking the integrity of the food, packaging, best before dates and/or use by dates, temperature e.g. 5°C or below, 60°C or above, frozen solid and most importantly whether it was bought from a reputable supplier.

It is important to ensure that all food products are not delivered unless someone is there to receive and to randomly check the integrity and temperature of the products.

An example of an incoming goods record is included in this section.