**Incoming Goods Record**

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| **Date** | **Supplier** | **Product and Company** | **Condition** | **Date**  **Code** | **Temp**  **(o C)** | **Accept/**  **Reject** | **Corrective Action or Comment** | **Signed** |
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**NOTE**: *Random items of all deliveries should be checked immediately and details recorded.*

*Chilled food should be 5ºC or below.*

*Hot food should be 60oC or above.*

*All frozen products should be frozen solid.*

*Ensure the thermometer probe is cleaned and sanitised before, between and after use.*