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| Checked By |  |  |  |  |  |  |  |  |  |  |  |  |  |  | \*\*\* 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 5ºC or below
* hot foods must be delivered at 60ºC 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.
 |
| **Corrective Action** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Storage Area** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Accept or Reject** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Visual Check** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TempºC** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Product** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Supplier Name or Number1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Time** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |