



Delivery Date	Time	Product Description	Product Condition	Temperature °C / °F	Supplier	Comments	Signature of Recipient

- Always check and record the temperature of chilled, refrigerated and frozen foods.
- Where checks on deliveries show that food or package is damaged, infested, contaminated or at too high temperatures, foods should be rejected.
- Any rejected food should be logged in the comments section.
- Temperatures: chilled/refrigerated foods should not be accepted if the temperature is above 8°C (46°F). Frozen foods should not be accepted if the temperature is above -15°C (5°F).