

**Food Receipt Template - Used to record the condition of received goods.**

Date	Time	Supplier	Product (name and lot)	Condition/Temp	Corrective action / Notes	Checked by

**Check:**

- ✓ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing. (e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within 'Use by' or 'Best Before' date).
- ✓ Cold foods should be kept at 5°C or below (unless validated alternative).
- ✓ Hot foods should be kept at 60°C or above (unless validated alternative).
- ✓ Supplier's details included in shipment.
- ✓ Product name and lot identified.
- ✓ Determine if the received goods should be accepted (then stored correctly), returned, or disposed.