Goods-in and delivery checks

Business: _____ Site / area: _____ Week / month: _____

How often: Every delivery of chilled or frozen food, and a quick check of packaging and labels on everything else. Put chilled and frozen food away straight after checking.

Date / time	Supplier	Products	Temp (°C)	Packs and dates OK?	Accept / reject	Initials

Checked by manager (name / signature / date): _____

How to use this goods-in and delivery checks

What to record

- Date and time of delivery
- Supplier
- Products delivered, or the invoice or delivery note number
- Temperature of chilled and frozen items
- Packaging intact, use-by dates acceptable and labels (including allergen information) correct
- Accepted or rejected, and the reason for any rejection
- Initials of the person who received it

Common mistakes

- Signing the driver's note before checking the goods
- Leaving chilled deliveries on the floor while you finish service
- Accepting a substitute product without checking its allergens
- Rejecting a delivery but not writing down why or who you told

Sources

- SFBB safe method: Suppliers and contractors (PDF): https://assets.publishing.service.gov.uk/media/69c53c2cb66ff902f4544298/sfbb-management-05-suppliers-and-contractors.pdf
- SFBB safe method: Managing food allergen information (PDF): https://assets.publishing.service.gov.uk/media/69c53b7623fcbcd838a6f778/sfbb-management-03-managing-food-allergen-information_2_3.pdf
- GOV.UK (Food Standards Agency): Chilling and freezing food: https://www.gov.uk/food-hygiene-businesses/chilling-and-freezing
- SFBB safe method: Prove it (probes, -18°C freezers, probe accuracy checks) (PDF): https://assets.publishing.service.gov.uk/media/69c53b364a06660f085442a1/sfbb-management-02-prove-it_4.pdf
- SFBB safe method: Freezing (PDF): https://assets.publishing.service.gov.uk/media/69c52e6823fcbcd838a6f751/sfbb-chilling-04-freezing.pdf