

Instructions: Use a sanitized probe thermometer and infrared thermometer to record temperatures at time of receiving. Check product and truck for cleanliness and condition. Record any corrective action taken. Supervisor verifies daily that process is being followed. Maintain completed logs for one year minimum. See next page for example.

Note: All refrigerated products must be below 4°C (40°F) and all frozen products must be frozen solid.

Receiving Log:

Delivery Date (dd/mm/yyyy)	Supplier	Delivery Vehicle Temperature	Food Surface Temperature	Food Internal Temperature	Truck Condition (Clean/Dirty, Odour-Free, etc.)	Product Condition (Good/Damaged)	Accept Or Reject	Employee Initials

Verified By (Supervisor or Manager): _____ / Verification Date: _____

Corrective Action(s) Taken

Date (dd/mm/yyyy)	Issue	Corrective Action(s) Taken

Example:

Delivery Date (dd/mm/yyyy)	Supplier	Delivery Vehicle Temperature	Food Surface Temperature	Food Internal Temperature	Truck Condition (Clean/Dirty, Odour-Free, etc.)	Product Condition (Good/Damaged)	Accept Or Reject	Employee Initials
21/12/2023	ABCDEFGH Food Service	2.4°C	2.2°C	2.0°C	Clean	Good	Accept	SK
03/01/2024	Gorgonzola Fuds	6.7°C	8.6°C	6.3°C	Clean	Good	Reject	SK
03/01/2024	Patty's Produce	3.9°C	3.8°C	3.3°C	Clean	Good	Accept	SK
03/01/2024	Vinny's Fish	-19.0°C	Frozen	Frozen	Clean	Good	Accept	SK

Verified by (supervisor or manager): Jasmine Gill Verification Date: 03/01/2024

Corrective Action(s) Taken

Date (dd/mm/yyyy)	Issue	Corrective Action(s) Taken
03/01/2024	Truck and product temperature above 4.0°C from Gorgonzola Fuds.	Spoke to delivery driver at delivery time. Driver stated truck has had some refrigeration issues. Order rejected and company representative contacted immediately after.