



## Incoming Goods



**operandio.com**

The #1 Operations Management Platform

The template provided here has been created as a general guide by Operandio and may need to be adapted to cover all regulatory requirements for your business.

We recommend consulting your local food safety authority for clarification and assistance with your specific record-keeping requirements.

# Incoming Goods



- ✔ Chilled foods should be kept at **5°C (41°F) or below**
- ✔ Frozen foods should be kept at **-15°C (5°F) or below**
- ✔ Hot foods should be kept at **60°C (140°F) or above**
- ✔ The supplier name is to be recorded
- ✔ Product name and any identifying numbers are to be recorded
- ✔ Determine if the received goods should be accepted (then stored correctly), returned, or disposed. Note any action taken in Actions / Notes

Date	Time	Product / identifying number	Supplier	Temperature	Condition	Actions / Notes	Initials

Checked by:

Signature:

Date: