Cold-chain dispatch and transport record

Connect dispatch, journey checks and handover with traceable product and consignment records.

1. Identify the consignment, product or batch, vehicle, dispatch site and destination. Attach a manifest when a load contains multiple batches.

2. Set product-specific transport limits, measurement methods and check frequency. Note packaging, seals and pre-cooling checks before loading.

3. Record dispatch, journey and receipt observations using dated timestamps. Label air or logger readings separately from product-probe measurements.

4. Document delays, loss of control, product isolation and handover acceptance. Carry any time-control exposure into the batch's cumulative record.

A completed journey log supports traceability but does not prove every product remained safe. Investigate gaps and excursions using your approved transport and product-disposition procedure.

Adapt these supporting records to your products, processes and approved food safety plan. They are not HACCP certification or a complete site-specific food safety program. Establish and validate limits with a competent person before use. Examples are fictional and are not prescribed limits.

Sources checked 18 September 2026

FAO: Good Hygiene Practices and HACCP toolbox

FSANZ: keeping food at the right temperature

Journey checks

Header setup: record dispatch site, destination, vehicle and manifest reference in the site setup field.

Business / site: _____ Record period: _____ Responsible person: _____

Site setup / approved procedure / limits / frequency / escalation contact: _____

Consignment / product / batch	Stage / location	Date and time	Reading °C / method	Approved limit / condition	Deviation / action	Custodian / handover

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Worked example - Journey checks

Header setup: record dispatch site, destination, vehicle and manifest reference in the site setup field.

Fictional example only. Replace with your own approved process and actual observations.

Site setup / approved procedure / limits / frequency / escalation contact: _____

Consignment / product / batch	Stage / location	Date and time	Reading °C / method	Approved limit / condition	Deviation / action	Custodian / handover
C18 / dairy / manifest M18	Receipt / Site B	18/09/2026 09:30	3.8 / food probe P2	Chilled specification met; seal intact	Accepted; no deviation	Driver AS / receiver JT

Review date / time: _____ Reviewed by: _____ Follow-up / linked action: _____

Reading this example

The example illustrates how to identify a record, document observations and retain a decision or follow-up. Pending work stays pending; a completed row is not itself evidence that a process is safe.

A completed journey log supports traceability but does not prove every product remained safe. Investigate gaps and excursions using your approved transport and product-disposition procedure.