Goods receiving and delivery inspection

Keep supplier, batch, temperature and acceptance checks together at the point food enters your operation.

1. Record the supplier, delivery date and time, product identity and batch or invoice reference so the food can be traced.

2. Check packaging, date marks, contamination risks and frozen condition where applicable. Measure temperature with a suitable method and record the method or probe ID.

3. Compare observations with the agreed product specification. Record accepted, held or rejected and the reason; do not infer acceptance from temperature alone.

4. Identify the receiver and document supplier contact, isolation or rejection actions. Link any follow-up corrective action.

Use product-specific receiving criteria. A vehicle display reading is not a substitute for an appropriate food check. Keep frozen-condition observations separate from numeric readings.

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

NSW Food Authority: showing food is safe

FSANZ: keeping food at the right temperature

Receiving record

Record one delivery line or batch per row; use a linked corrective action record for detailed follow-up.

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

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

Date / time / supplier	Product / batch / invoice	Temperature °C / method	Packaging / dates / frozen condition	Acceptance specification	Accept / hold / reject and action	Receiver / review

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

Worked example - Receiving record

Record one delivery line or batch per row; use a linked corrective action record for detailed follow-up.

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

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

Date / time / supplier	Product / batch / invoice	Temperature °C / method	Packaging / dates / frozen condition	Acceptance specification	Accept / hold / reject and action	Receiver / review
18/09/2026 08:15 / Example Foods	Yoghurt / Y1809 / INV24	4.0 / probe P1	Sealed; dates checked; chilled	Agreed chilled specification met	Accept; moved to CR1	AS / 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.

Use product-specific receiving criteria. A vehicle display reading is not a substitute for an appropriate food check. Keep frozen-condition observations separate from numeric readings.