# Standard Operating Procedure for Food Receipt with Refrigerated Delivery Requirements

## 1. Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines for the receipt of food items that should be transported and delivered below 5oC. The procedure ensures that all received food products maintain the required temperature conditions to prevent microbial growth and maintain food safety.

## 2. Scope:

This SOP applies to all personnel involved in receiving food items that require chilled temperature control in [*insert your Food Business name or specific location*].

## 3. Responsibilities:

- Receiving Personnel – [*identify staff members who have responsibility for Food Receipt*]: Responsible for following the procedures outlined in this SOP during the receipt of chilled food items.

- Quality Assurance/Control – [*identify the Food Safety Supervisor or Supervising member of staff*]: Responsible for monitoring and ensuring compliance with the SOP.

- Management – [*Identify manager responsible for authorising expenditure*]: Responsible for providing necessary resources and support to maintain the chilled temperature control during food receipt.

## 4. Procedure:

### 4.1 Pre-Receipt Preparation:

a. Ensure that the designated receiving area is clean, well-organised, and properly equipped with calibrated temperature monitoring device, such as digital thermometers.

b. Verify that the receiving area has sufficient refrigerated storage space to accommodate the incoming food items.

c. Check that the refrigeration units are properly functioning and set at the required temperature for chilled storage.

### 4.2 Coordination:

a. Coordinate with suppliers to schedule the delivery of chilled food items during designated receiving hours.

b. Communicate the chilled temperature control requirements to suppliers and emphasise the importance of maintaining the appropriate temperature during transit.

### 4.3 Receiving Process:

a. Inspect the delivery vehicle upon arrival to ensure proper temperature control during transit. Reject any shipment that does not meet the specified temperature requirements.

b. Check the packaging for signs of damage or tampering. Reject any damaged or compromised packaging.

c. Use a calibrated digital thermometer to check the internal temperature of each food item received.

d. Ensure that the internal temperature of the received food items remains at or below 5°C

e. If the temperature exceeds 5°C, inform the supplier immediately and reject the affected items.

f. Ensure that the received items are promptly transferred to the designated refrigerated storage area.

g. Clearly label and organise the received food items in the refrigerated storage area to facilitate proper stock rotation (first in, first out).

### 4.4 Documentation and Reporting:

a. Maintain detailed records of all rejected food items

b. Immediately report any incidents of non-compliance or temperature deviations to the Food Safety Supervisor

c. Retain the documentation for at least 3 months from the date of the incident

## 5. Training:

a. Provide training to all personnel involved in the food receipt process, emphasizing the importance of chilled temperature control and adherence to this SOP.

b. Conduct periodic refresher training sessions to reinforce the procedures and address any updates or changes.

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