

Food Safety Supervisor’s signature:

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| Foods Receipt Record | | | | | | |
| Date | Product | Supplier | Time | Condition / Temp | Corrective Action | Checked By |
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# Temperature information

Cold foods – at or below 5°C

Frozen foods – Frozen hard (does not include partially thawed) Hot foods – at or above 60°C

# Visual check

Use by date/Best before date (Foods past the use by date are prohibited from being sold. Foods past best before date can be sold provided the food is not damaged, deteriorated or perished) Packaging (damaged, deteriorated, perished or appropriate material)

Labelling (name of food, name and address of supplier, lot identification) Pest contamination (droppings, eggs, webs, feathers etc)

Foreign objects (dirt, metal, hair)