Food Delivery Record

canteen

Branch name:	Receiver or other person checking delivery:			
Vendor:	Day:	Date:		Delivery Time:

REFRIGERATED, TEMPERATURE CONTROL FOR SAFETY (TCS) FOODS *(Leave blank if not applicable)*

Product/Package condition?	*Product temperatures?*	*"Sell by"/"Best if used by" dates?*
Acceptable ☐	Document temperatures	Acceptable ☐
Unacceptable* ☐	where indicated below	Unacceptable* ☐

FROZEN FOOD *(Leave blank if not applicable)*

Product/Package condition?	*Product frozen solid?*	*"Sell by"/"Best if used by" dates?*
Acceptable ☐	Acceptable ☐	Acceptable ☐
Unacceptable* ☐	Unacceptable* ☐	Unacceptable* ☐

SHELF STABLE FOOD ITEMS *(Leave blank if not applicable)*

Product/Package condition?	*Product frozen solid?*	*"Sell by"/"Best if used by" dates?*
Acceptable ☐	Acceptable ☐	Acceptable ☐
Unacceptable* ☐	Unacceptable* ☐	Unacceptable* ☐

LIST THE FOOD ITEM AND TEMPERATURE FOR EACH TCS PRODUCT CHECKED (AT LEAST 5% OF THE DELIVERY - for small deliveries not every box below is required to be filled):						CORRECTIVE ACTION
i.e. chicken salad	40F		F		F	
	F		F		F	
	F		F		F	

*LIST ANY FOOD ITEM THAT WAS: NOT FROZEN SOLID, HAD UNACCEPTABLE PACKAGE CONDITION, OR WAS EXPIRED. Describe specifically what was unacceptable.	CORRECTIVE ACTION

Standard		**Corrective Action**
•Cold TCS food must be 41F/5C or below when removed from truck		"A" = Refrigerated TCS foods <42F, OR frozen foods not solidly frozen = Reject product and Inform manager (for isolated items). Manager is to discuss with supplier.
•Frozen food must be frozen solid		"B" = Refrigerated TCS food <42F, OR frozen food not solidly frozen = Reject delivery (if entire delivery is affected). Inform manager. Manager is to discuss with supplier
-*Check frozen food for signs of thawing/refreezing*		
•All products must be within date code/not expired		"C" = Expired product was rejected or discarded. Inform manager. Manager is to discuss with supplier.
•There must be no spoilage/visible contamination		
•Packaging must be intact and not compromised		"D" = Products with compromised packaging or other unwholesome conditions was rejected or discarded. Inform manager. Manager is to discuss with supplier.
•There must be no evidence of pest activity (gnawed packaged, rodent droppings, ants, dead flies, etc)		

Manager's Signature: **Date Verified:**