RESTAURANT NAME	RESTAURANT ADDRESS

Delivery and receiving

Check each delivery before putting it into storage.

Identify the delivery

- Check the supplier, items and quantities against the delivery paperwork.
- Check packaging, date marks, lot details and transport conditions. Retain the link to the supplier record.

Check temperatures when required

- A reading between packs is an indicative check. Record it as “between packs”.
- If a core reading is required by the site procedure, use a suitable clean and disinfected probe and record it as “core”. Record other measurement methods as used.
- Compare the result with the criteria applicable to the food and the method used.

Decide and record

- Record whether the food was accepted, held for review or rejected. Notify the responsible person and record the action under the site procedure.
- Use a delivery note reference only if it links back to the lot or relevant traceability record. Use log 10 if follow-up is needed.

FR | Distinguer une mesure entre colis d’une mesure à cœur. Relier chaque décision au lot ou au justificatif.

RESTAURANT NAME	RESTAURANT ADDRESS

Delivery receiving log

One line per product or lot checked. Record the temperature unit alongside the reading.

Period	Receiving station	Person in charge

Date / time	Supplier / product	Lot / delivery ref.	Date mark	Pack condition	Temp. / method	Decision / action	Initials

Decision: accepted, held or rejected under the site procedure. Add the reference to log 10 when follow-up is required.