Food Production Raw Material Receiving Checklist (UK)

Food Safety | UK

DATE	TIME	RECEIVED BY	SUPPLIER	PO / ORDER NUMBER	VEHICLE REGISTRATION
____ / ____ / _____					

VEHICLE & TRANSPORT

	OK	NOT OK	N/A		OK	NOT OK	N/A
Vehicle clean, no off-odours	○	○	○	No chemical or non-food co-loading	○	○	○
Temperature-controlled (if required)	○	○	○	No pest or vermin evidence	○	○	○

DOCUMENTATION

	OK	NOT OK	N/A		OK	NOT OK	N/A
Delivery note matches PO	○	○	○	Traceability / lot codes legible	○	○	○
Certificate of Analysis received	○	○	○	Shelf life acceptable	○	○	○
Allergen declarations complete	○	○	○				

PACKAGING & QUANTITY

	OK	NOT OK	N/A		OK	NOT OK	N/A
Packaging intact, no damage	○	○	○	Correct quantity delivered	○	○	○
Labels legible and correct	○	○	○	No signs of tampering	○	○	○

TEMPERATURE CHECKS

Chilled goods _____ °C 0-5°C

Frozen goods _____ °C ? -18°C

Ambient goods _____ °C Room temp

SENSORY INSPECTION

	OK	NOT OK	N/A		OK	NOT OK	N/A
Colour normal and expected	○	○	○	Texture as expected	○	○	○
Odour normal, no off-smells	○	○	○	No visible foreign bodies	○	○	○

ACCEPTANCE DECISION

Decision ☐ Accepted ☐ Rejected ☐ Accepted with conditions

CORRECTIVE ACTION (IF REJECTED OR CONDITIONAL)

Reason

Supplier notified by _____

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Notes

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