Delivery record (goods in)

Business _____ Month _____ Year _____

Chilled goods: 8 °C or colder, reject anything warmer. Frozen goods: -18 °C, never warmer than -15 °C. Check use-by dates and that packaging is clean and undamaged. Put chilled and frozen food away straight after the check. If you reject a delivery, write why and tell the supplier.

Date	Supplier	Product	Chilled °C	Frozen °C	Dates OK?	Packaging OK?	Accepted?	Action	Initials

Free template from everlongapps.com/cheflog. Limits are a starting point: check them against your own food safety plan.
Cheflog keeps these records on a tablet, with reminders, signed entries and a PDF for the inspector.