

BUSINESS NAME

WEEK COMMENCING

MANAGER

PROBE THERMOMETER ID

CHILLED DELIVERIES

8°C or below

Aim for 5°C or below. Probe between two packs.

FROZEN DELIVERIES

Hard frozen

No soft packs, no signs of thawing or refreezing

ALSO CHECK

Dates & packaging

Within date, sealed, clean and undamaged

OUT OF RANGE?

Reject it

Record why and tell the supplier straight away

Date	Time	Supplier	Product	Temp	Use-by / best-before	Packaging OK?	Accepted?	Reason / action if rejected	Initials
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		
	__ : __			°C		Yes ☐ No ☐	Yes ☐ No ☐		

BEFORE YOU SIGN

1. Put chilled and frozen food away first, within 15 minutes if you can.
2. Check the van is clean and the products were kept chilled.
3. Do not accept raw and ready-to-eat food packed together unless they are sealed and separated.

WHEN YOU REJECT A DELIVERY

1. Write the reason on the delivery note and in this log.
2. Ask the driver to take the goods back. Do not let them stay in your premises.
3. Tell your manager and the supplier. Repeated problems may mean changing supplier.