

Food receiving procedure checklist



Upon receiving food shipment, make sure that a properly trained employee-in-charge is present to perform a thorough inspection. Follow this checklist to ensure that the shipped food products abide by minimum food safety standards.

Check the holding temperature and actual product temperatures

- TCS food must be received chilled at **5°C or below**.
- Raw eggs in shell and milk must be received at **7°C or below**.
- Frozen foods must be received frozen solid with no signs of thawing and exposure to air (e.g., large ice crystals at the bottom of the packaging).
- Delivered hot foods must be at **57°C and above**.

Check the integrity of food packaging

- Reject packaging with punctures, holes, and broken seals.



Check the integrity of food packaging

Reject shipments with the following observations:

- Rotten or acidic smell.
- Presence of condensation in dry foods
- Presence of slime on meat
- Freezer burn
- Discoloration on fruits, vegetables, and meats
- Visible evidence of pests
- Visible yeast or mold growth
- Mushy texture

Require food safety documentation

- Specifications of shipment
- Certificate of analyses
- Manufacturing details



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