WHAT SHOULD YOU CHECK WHEN *food supplies* FOR YOUR BUSINESS ARRIVE?

Always have someone at the premises to receive deliveries and to carry out the necessary checks.

As soon as the food arrives, your team (not the supplier) should check for the following:

- Have the correct foods been supplied?
- Does the food look and smell normal?
- Is the delivery vehicle clean?
- Is food stored safely in the vehicle?
- Is the driver clean and well presented?
- Are the correct temperatures achieved in the vehicle?
- Is there any damage to the packaging?
- Is the packaging clean?
- Is the food at the correct temperature?
  - Chilled food 5°C or colder (maximum 8°C)
  - Frozen food -10°C to -18°C or colder
- Is food correctly labelled?
- Is food within its 'Use-by' date or 'Best before date? Is there enough shelf-life remaining for the food to be used?
- Are there any signs of pests or contamination?
- Are raw and cooked/ready-to-eat foods kept separate?
- Is allergen cross-contamination being controlled?
- Are there any substitutions that introduce new allergens?

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