

Goods-in Inspection

A goods-in and delivery inspection: each delivery with supplier, temperature, packaging, date codes, vehicle condition and accept or reject, with an 8°C warning for chilled food.

1. Day

Project

Client

Site *

Site address

Date *

Time

Checked by *

Probe thermometer and last check

GOV.UK food hygiene guidance: chilled food must be kept at 8°C or below, a legal requirement in England, Wales and Northern Ireland. The FSA's Safer food, better business pack advises spot checks of delivery time, temperature and quality, putting frozen food in the freezer as soon as it is delivered, and rejecting a delivery that shows signs of pests or that you think has not been handled safely.

2. Deliveries

Deliveries (copy this block for each one)

Supplier *

Delivery note or PO number

Time

Type (choose one)

☐ Chilled ☐ Frozen ☐ Ambient ☐ Non-food

Temperature (°C) (if applicable)

If applicable: Chilled food above 8°C. Reject it or follow your safe method.

Frozen food frozen solid? (if applicable)

☐ Yes ☐ No

Packaging intact and clean?

☐ Yes ☐ No

Any signs of pests (gnawed packaging, droppings or insects)?

☐ Yes ☐ No

Date codes acceptable?

☐ Yes ☐ No

Vehicle clean and at the right temperature?

☐ Yes ☐ No

Quantities match the order?

☐ Yes ☐ No

Result * (choose one)

☐ Accepted ☐ Partly rejected ☐ Rejected

Why rejected, and the credit agreed (if applicable)

Photos (if applicable; photos: attach, or note the file names)

Deliveries rejected (worked out automatically in the app)

Deliveries partly rejected (worked out automatically in the app)

3. Sign-off

Notes for suppliers or managers

Manager *

Manager signature