



**QUALITY ASSURANCE - HEALTH AND SAFETY
HACCP - CCP2 Food Delivery Record Form**

CODE: 11.02.012

EDITION: 1

PAGE 1 of 2

Day:

Date:

Month:

Receiving Time	Approved supplier Name	Food item	Food Temp °C	PROD DATE	EXP Date	Packaging, sealed, integrity, cleanliness, Pest infestation etc.	Quality Visual check for the Freshness Colour, Texture. Smell	Vehicle's cleanliness Food separated	Chemicals are transported via the same vehicle	Vehicle Temp °C	Delivery man's hygiene	Corrective action in case of deviation	Name	Signature

Monitored by:
Verified by:

Signature:
Signature:

Date:
Date:

Critical Limits

Chilled food	5°C or below (unless otherwise specified by local laws)
Frozen food	-18°C or below(unless otherwise specified by local laws)
Raw/Ready to eat foods	Raw food must be separated from ready-to-eat food at all times during delivery
Condition of food	Packaging must be intact and undamaged, no pest infestation
Date coding	Food must not be beyond its "use by" or "best before" date at the time of delivery
Car	Car must be clean, no infestation, no chemical transported with food
Delivery employee	Must be in proper attire, following hygiene standards and grooming.

Corrective Action

- Reject food
- Review supplier
- Review staff training



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PAGE 2 of 2