

Food Delivery Receiving Checklist

By Checklister

☐ Prepare to receive

Use the current order and approved site controls.

☐ Record the receiving site

☐ Record the supplier

Use the supplier on the approved order. Keep the current product, quantity and permitted-substitution list available.

☐ Record the order reference

☐ Record the delivery reference

☐ Record the actual receipt time

☐ Record the receiver

☐ Confirm receiving limits and authority

Record the reference or URL for the applicable product checks, measurement methods, acceptance limits, storage instructions and the person authorized to decide exceptions.

☐ Prepare the receiving area and tools

Check that approved storage is available and the required measuring/handling tools are ready under site procedures. Escalate conditions that prevent proper receiving.

☐ Check the actual goods

Record observations rather than copying expectations.

☐ Match supplier paperwork to the delivery

Verify destination, supplier and order reference. Check unexpected or missing paperwork with the responsible person before acting outside your authority.

☐ Inspect the delivery conditions

Check the vehicle and handling conditions specified by the local receiving procedure. Record the scope observed and any contamination or temperature-control concern.

☐ Inspect product packaging

Check the applicable packs for damage, leakage, broken seals or contamination concerns. Identify affected items and quantities for the site's hold procedure.

☐ Identify products, packs and actual quantities

Compare item/variant, pack size and unit of measure against the order. Count what arrived and record shortages, overages or unauthorized substitutions.

☐ Check dates and required product information

Check the date codes, labels and traceability information required by the site. Record anything missing, unclear or outside the approved acceptance criteria.

☐ Record required product measurements

Measure applicable products using the approved method. Record result, unit, time and limit reference in the food-safety receiving record; identify any unchecked quantity or inspection limitation.

The receiving record remains the complete source for individual product readings. The category checks below are starter examples to rename, duplicate or remove before use. A category-level observation is not proof that every product in that category was inspected.

☐ Starter food check: inspect a chilled product

STARTER EXAMPLE: Rename to an actual product and lot/line reference; remove if absent. Follow the site's sampling and measurement method. Record measured reading and unit, time, instrument/method reference, applicable criterion and actual result in the approved receiving record, then capture that record reference here. Identify any quantity not checked. No generic temperature limit is supplied.

☐ Starter food check: inspect a frozen product

STARTER EXAMPLE: Rename to an actual frozen product/lot or remove if absent. Apply the site's packaging, condition and temperature-control checks. Record measured readings only where required, with unit/time/method and local criterion. Note observed damage or thawing concern without declaring safety from appearance alone; reference the receiving record.

☐ **Starter food check: inspect an ambient packaged product**

STARTER EXAMPLE: Rename to an actual product/lot or remove if absent. Check packaging integrity, required date/lot labels and the applicable storage/acceptance instructions. Record the actual observation and item-level evidence reference. Do not require a temperature reading unless the local procedure does.

☐ **Decide, store and hand over**

Keep stock status and responsibility unambiguous.

☐ **Separate affected products and record discrepancies**

Keep held/rejected products identifiable and apart from accepted stock using the site's controls. Record item, quantity, problem and location.

☐ **Obtain the authorized acceptance or rejection decision**

Record the decision-maker, affected quantities, reason and supplier follow-up. Do not promise credits, return terms or acceptance outside the approved authority.

☐ **Complete the delivery acknowledgment accurately**

Follow the approved receipt procedure and state only the checks actually made. Retain the delivery and decision references.

☐ **Store the accepted food**

Move accepted goods promptly to the specified storage under local handling and timing rules. Keep held or rejected quantities unavailable.

☐ **Verify accepted quantities and storage locations**

Match the final receipt to accepted quantities and their actual storage locations. Correct an entry that includes held, rejected or missing goods.

☐ **Hand over held items and finalize records**

Give the responsible person the open exception, current control/location, next action and due date. File the order, receiving evidence and decisions together; held food remains unavailable until separately released.