

# Delivery Checks

The FBO or Responsible Person must ensure that all appropriate checks are made on deliveries to confirm that they meet order specifications.

**This will include checks on products, temperature (where relevant), condition of packaging, hygiene standards etc.**

All deliveries need to be checked on receipt, to ensure good standards of hygiene and safety are maintained.

Safety checks should also include checks for the presence of allergenic ingredients.

Of particular importance will be the identification of unexpected allergenic ingredients, which can occur where products are unavailable, and substitutions have been made.

If food does not meet required standards, it should not be accepted. Deliveries should not be accepted out of hours unless arrangements can be made to ensure thorough checks are carried out and that any temperature sensitive foods can be placed under temperature control rapidly.

If food meets the required standards it should be quickly placed into appropriate storage.

The delivery checklist provided on the following page is to assist members (it is also available as an Additional Resource).

It may be used for every delivery, or as a reference point for the FBO or Responsible Person to draw up their own checklist.

Further information on delivery checks can be found in Section 18: Purchasing and Receiving Food in the Food Part of the Safety Management System.

Members may carry out the checks listed and reflect everything as it should be by simply ticking the greyed out boxes alongside the statement “delivery checks complete” in the Daily Record.

Alternatively, if members wish to record specific details of every delivery check, for example ‘use by date’ temperature checks etc. they can use the Delivery Checks Record Form, located within this Diary and also available to download in the Additional Resources area of the NCASS website.

In either case it must be confirmed that appropriate checks have been made (each time a delivery is received), by ticking the greyed-out box, alongside the statement “delivery checks complete,” in the Daily Record.

If problems are found they should be recorded in the Issues section of the Daily Record for the relevant day.

## Delivery Checks Should Include:

Observation of the cleanliness of delivery vehicles and compliance with food hygiene rules by delivery staff

Checks on the cleanliness of food storage areas

Checks on the separation of raw and ready to eat foods and food and non-food items during transport

Checks that products meet order specifications

Identification of substituted products and any presence of unexpected allergens to ensure any necessary amendments are made to the business's allergen management system

Identification of products containing allergens to ensure compliance with the business's allergen management system e.g. need for storage in specified areas

Temperature checks on chilled and frozen foods to ensure products are within the Food Safety Risk Assessment critical limits

Date checks to ensure that 'use by' and 'best before' dates have not been exceeded and that sufficient shelf life remains

Packaging checks to ensure that damage that might permit contamination has not occurred

Checks to ensure unpackaged foods are in good condition

Checks to ensure there are no signs of pest infestation



Scan the QR code or visit [ncass.org.uk/safetymanagementsystem](https://ncass.org.uk/safetymanagementsystem) for additional resources.