



## Receiving Checklist

SQF 2.4.4.

**Deliveries Received**

**Vehicle Plate**

**Inspected By**

**Date Received**

**Time of Receipt**

<b>1</b>	<b>General Inspection</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
1.1	Are the delivery vehicle and containers clean and free of odors?					
1.2	Are the delivery vehicle and containers free of pests?					
1.3	Is the delivery vehicle properly refrigerated if delivering perishable goods?					
<b>2</b>	<b>Documentation and Verification</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
2.1	Are the delivery documents (invoice, packing slip) accurate and complete?					
2.2	Does the delivered quantity match the order quantity?					
2.3	Are the product labels and descriptions accurate and complete?					
2.4	Are the delivery dates and times documented correctly?					

<b>3</b>	<b>Temperature Control</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
3.1	Are the temperature-sensitive products received at the correct temperature?					
3.2	Are temperature logs from the delivery vehicle available and within acceptable ranges?					
3.3	Are there any signs of temperature abuse (e.g., thawing or refreezing of frozen items)?					
<b>4</b>	<b>Packaging and Integrity</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
4.1	Is the packaging intact and undamaged?					
4.2	Are there any signs of tampering or contamination?					
4.3	Are the seals on packages and containers intact?					
<b>5</b>	<b>Product Quality</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
5.1	Are the products free of off-odors or unusual colors?					
5.2	Is there any visible contamination or foreign objects in the products?					
5.3	Are the products fresh and within their use-by or expiration dates?					
<b>6</b>	<b>Labeling and Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
6.1	Are all products properly labeled with ingredients, allergens, and nutritional information?					
6.2	Do the labels comply with regulatory requirements?					

6.3	Are there certifications (e.g., organic, gluten-free) properly documented?					
7	<b>Storage and Handling</b>	Yes	No	<b>Observation/Non-Conformance</b>	Performed by	Performed date/time
7.1	Are the products promptly moved to the appropriate storage areas (refrigeration, freezing, dry storage)?					
7.2	Is the first-in, first-out (FIFO) inventory method followed?					
7.3	Are the storage conditions suitable for the type of product received?					
8	<b>Pest Control</b>	Yes	No	<b>Observation/Non-Conformance</b>	Performed by	Performed date/time
8.1	Is there any evidence of pest infestation on the delivery vehicle or products?					
8.2	Are pest control measures documented for the receiving area?					
9	<b>Delivery Personnel</b>	Yes	No	<b>Observation/Non-Conformance</b>	Performed by	Performed date/time
9.1	Do the personnel in charge of delivering the items appear in acceptable hygiene?					
9.2	Do the personnel in charge of delivering the items appear in good health condition?					
9.3	Do the personnel in charge of delivering the items wear clothing that minimize contamination?					

Verified By



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