HACCP-Based SOPs

Shipping Log

Instructions: Use this Log for shipping foods. Record any temperatures and corrective action taken on the Shipping Log. The foodservice manager will verify that foodservice employees are shipping products using the proper procedure by visually monitoring foodservice employees and shipping practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date and Time	Recipient of Item Shipped	Product Name	Temperature	Corrective Action Taken	Initials and Date	Managers Initials and Date