

Receiving food safely

A food business must only receive food that:

- is safe and suitable
- is protected from contamination
- is within temperature control if it is potentially hazardous
- can be traced back to the supplier.

When receiving food ensure

- staff are available to inspect food when it arrives
- packaging is intact and has not been damaged or ripped
- unpackaged food is in clean containers and covered completely
- materials used to cover food are suitable for food contact
- potentially hazardous food is kept below 5°C or above 60°C
- frozen food is frozen and does not show signs of thawing
- food is within the 'best-before' or 'use-by' date
- records of delivery departure and arrival times are available.

After receiving food

- store it immediately at the correct temperatures
- keep rejected food separately – either return it to supplier or destroy it with supplier's consent.

It is important to

- train staff in receiving and storing food
- develop a checklist to assist staff in checking food deliveries
- use a thermometer to check the temperature of food
- obtain delivery receipts so that food can be traced back to the supplier
- keep a record of food suppliers.

Any food safety issue becomes the responsibility of the food business that has accepted the food delivery.

Health Protection Service Phone 02 6205 1700

