Food delivery and exception log

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Date / supplier / delivery reference	
Product and quantity	
Condition / date observations	
Required check / result / local limit	
Accepted / held / rejected	
Action and decision-maker	
Storage completed at	

Before use: Confirm the order and product. Inspect packaging and dates. Apply local temperature and acceptance checks. Escalate substitutions or defects. Store accepted goods and close the record.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online