Refrigerated goods must be delivered at 45°F or below. Frozen goods must be delivered at 10°F or below. All deliveries must meet INSERT COMPANY NAME Receiving Procedures as detailed on back sheet

| Date | Freight Company | Company of Origin | BOL# OR PO # | Items Delivered | Product Condition\* | Trailer Condition\* | Trailer Temp | Initial |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Satis-factory | Unsatis-factory | Satis-factory | Unsatisfactory |
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QC *Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**\*RECEIVING PROCEDURES:**

**BEFORE RECEIVING, THE LOAD AND TRAILER MUST BE INSPECTED. A SATISFACTORY CONDITION MUST MEET THE FOLLOWING CRITERIA:**

* Trailer temperature is 10° F or below (frozen products). Refrigerated truck air temp is 45°F or below.
* Truck is in good repair (no holes).
* Truck is clean - no dirt / grime - only food items on truck.
* All items are on pallets or skids.
* No evidence of insect or rodent infestation.
* No odors or residues on truck.
* No evidence of broken glass or metal shavings.
* No evidence of tampering.
* Load shows no evidence of:
* bulging cans
* leaking container
* split boxes
* labels un-readable (name, ingredients and lot #’s etc. - must all be clearly legible)

**UPON SATISFACTORY CONDITIONS:**

* When stocking product ensure that all ingredients, materials, work-in progress and finished product are utilized within their designated shelf-life

**IF ITEM, TRAILERS, TEMPERATURE, ETC. IS NOT IN SATISFACTORY CONDITION THE FOLLOWING IS TO BE COMPLETED:**

* Unsatisfactory product is quarantined, identified, handled and disposed of in a manner that minimizes the risk of inadvertent use, improper use or risk to integrity of finished product
* Unsatisfactory equipment is effectively repaired or disposed of in a manner that minimizes the risk of inadvertent use, improper use or risk to integrity of finished product
* No unsatisfactory product or equipment is released until those responsible for release policy is informed and a decision is made