

## **Step 2 - Food Delivery**

### **Summary**

**Following the correct procedures when food is delivered to the premises is essential for ensuring the safety of the food and ensuring compliance with food traceability legislation.**

### **What could happen?**

- **Food is left out of temperature control.**
- **Unsafe food is received as it has been out of temperature control.**
- **A system of food traceability is not maintained**
- **Products contain different ingredients (allergens).**

### **Standard operating procedure for kitchen deliveries**

- Goods arrive.
- Driver moves load into a designated area within the kitchen.
- Check cleanliness & temperature of vehicle & record.
- Check temperature of goods.
- Check items match order sheet.
- Check labels, in particular ingredients, 'Use by' dates and mandatory food allergen content on all items.
- Maintain
- Check weights of individual items, in particular raw meats.
- Check condition of food and its packaging (mouldy/blown/torn/punctured).
- Complete the 'None conformance log' as appropriate.
- Decant products into storage (labelled), refrigeration & remove cardboard boxes.
- Do not store cardboard boxes in refrigeration area.
- Ensure ambient products are stacked appropriately.
- Ensure all refrigerated and frozen goods are correctly stored within 15 minutes of arrival.

## Step 2 - Food Delivery HACCP Summary

### Hazard

- Contamination with pathogens.
- Multiplication of pathogens.
- Food of poor quality
- Presence of food allergens.

### Control

- Chilled foods are delivered at a temperature below 5°C.
- Frozen foods are target temp of -18°C or below when delivered.
- Move chilled and frozen food to chilled storage within 15 minutes of delivery.
- Ensure food is covered and protected in suitable packaging.
- Delivery vehicles are clean and well maintained.
- Food date codes are checked & correct
- Ingredients match order.
- Mandatory food allergen information is available.

### Critical limits

- Chilled foods to be maximum temperature of 8°C .
- Frozen foods maximum temperature of -12°C .

### Checks & Records

Complete the 'Food safety record book' with the following information:

- Supplier.
- Delivery time.
- Invoice number.
- Vehicle temperature.
- Product temperature.
- Comments/corrective action
- Ingredient changes, where substitutions have been made.

Ensure to check condition of packaging and condition of food.

### Corrective action

- Reject deliveries.
- Complete 'None conformance log'.
- Inform Head Chef.

### Other documentation / action

- Keep receipts of purchases supplied when food deliveries are made.