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Food

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on Record

This Delivery inspection record has to be used upon receiving a delivery from a supplier. The manager responsible for the initiation and carrying out of the inspection.]

Date	Supplier's name	Item(s) Supplied		Packaging	Cleanliness	Comments/Actions
		<<insert description e.g. name, size, purpose>>				
		<<insert description e.g. name, size, purpose>>				
		<<insert description e.g. name, size, purpose>>				
		<<insert description e.g. name, size, purpose>>				

Assessment Carried out by:		Assessment:	
Department/Location:		Document Printed:	26 April 201619 April 20164/19/201621 January 2011
Manager's Name:			

Additional notes:

<<Insert additional notes, action points and suggestions.>>