

# SUPPLIER DELIVERY & RECEIVING STANDARDS

Edited & Circulated By :QHSE Department

MAY 2026

## STEP 1 – BEFORE ACCEPTANCE

- ✓ Chilled vehicle temp  $\leq 5^{\circ}\text{C}$
- ✓ Frozen vehicle temp  $\leq -18^{\circ}\text{C}$
- ✓ Match delivery with purchase order
- ✓ Verify product, quantity & pack size



## STEP 2 – FRESH PRODUCE

ACCEPT



- ✓ Fresh colour & firm leaves
- ✓ Clean and odour-free
- ✓ Packaging intact
- ✓ No mould or black spots
- ✓ Delivered at  $\leq 8^{\circ}\text{C}$

## STEP 3 – FROZEN MEAT

ACCEPT



- ✓ Frozen solid on delivery
- ✓ No ice build-up or freezer burn
- ✓ Packaging intact & sealed
- ✓ Temp  $\leq -18^{\circ}\text{C}$
- ✓ Sufficient shelf life

## STEP 4 – FROZEN FISH & SEAFOOD

ACCEPT



- ✓ Frozen solid on delivery
- ✓ No ice build-up or freezer burn
- ✓ Packaging intact & sealed
- ✓ Temp  $\leq -18^{\circ}\text{C}$
- ✓ Sufficient shelf life

## STEP 5 – DRY, TINNED & PACKAGED GOODS

ACCEPT

- ✓ No dents, rust or swelling
- ✓ Valid expiry date
- ✓ No pest damage
- ✓ Packaging intact
- ✓ Ambient temperature

REJECT

- ✗ Dented or rusty tins
- ✗ Torn or wet packaging
- ✗ Damaged packets
- ✗ Expired packets

## STEP 6 – DAIRY & EGGS

ACCEPT

- ✓ Dairy below  $5^{\circ}\text{C}$
- ✓ Sufficient shelf life
- ✓ Eggs clean & uncracked

REJECT

- ✗ Damaged packets
- ✗ Expired packets
- ✗ Cracked or dirty eggs

## STEP 7 – REJECTING DELIVERIES



**REMEMBER**

INSPECT EVERY DELIVERY

RECORD ALL REJECTED ITEMS

IF IT FAILS THE CHECK – REJECT IT!

SAFE FOOD  
SAFE PEOPLE