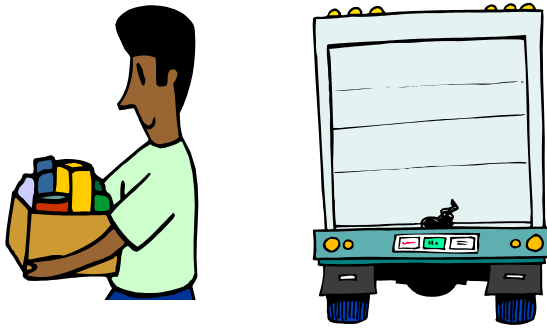


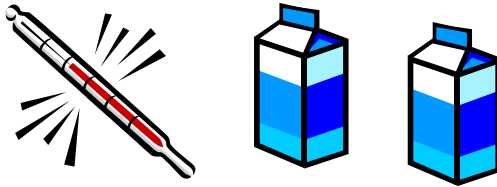
Purchasing & Receiving Goods

If someone gets sick after eating your food, it may be hard to prove that it wasn't your fault if you didn't check the ingredients. To protect your business you should check all food you buy or receive from a supplier.



What do I need to check?

- ☑ Potentially hazardous foods must be received under temperature control. Check this by using a thermometer. (You don't need to check every item in every package, just a representative sample).



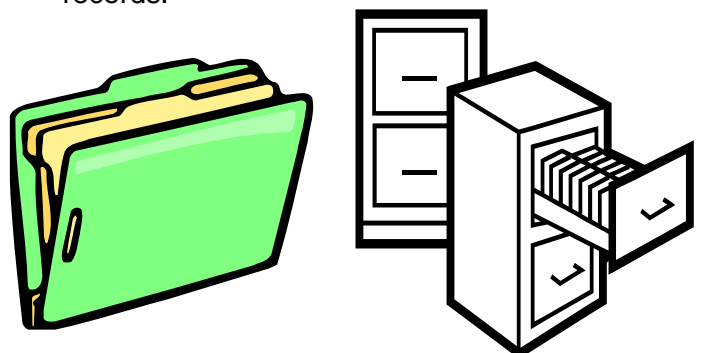
- ☑ Check that frozen foods are frozen hard. Check that packaging isn't damaged.
- ☑ Check that all products are within their "best-before" or "use-by" date.
- ☑ Check that all products are properly labelled with the name and manufacturer and a batch code or a date code.
- ☑ Check that there are no insects, insect eggs or other things that should not be on food such as dirt, glass and stones.
- ☑ Check that the driver and the vehicle is clean, and isn't carrying chemicals in the same area as the food.

Why do I need to check these?

- ⚠ Potentially hazardous foods which are delivered at the wrong temperature can allow bacteria to multiply. This can reduce shelf life and cause food poisoning.
- ⚠ Damaged packaging may let germs onto the food, or might be a sign that insects, mice or rats have been able to eat or contaminate the food inside.
- ⚠ Food past its "best before" or "use-by" date can affect other food if it is used as an ingredient.
- ⚠ A label will help you identify the food in case it is recalled.
- ⚠ Pests can carry disease and insects can eat or lay eggs in food.
- ⚠ Foods which are stored near chemicals can become unsafe or change their flavour.

How do I avoid these problems?

- ☑ Only buy from reputable suppliers
- ☑ Write to your suppliers with the conditions you want the food to be delivered in.
- ☑ Be there to accept all deliveries & put the food into the right type of storage as soon as you can.
- ☑ Check all delivered food and keep good records.



Example Goods Receiving Form

Date	Time	Supplier	Food Temp. (High Risk Foods)	Best before / Use by date	Accept or Reject	Initials	Comments
15/12/02	1.15pm	Bob's Meats	4°C	15/01/03	Accept	NI	Turkey
16/12/02	1.15pm	Bob's Meats	12°C	15/01/03	Reject	NI	Ham - not under temperature control - food returned.

When to accept or reject food?

Do not accept food that does not meet the requirements of the safety standards.

Reject - potentially hazardous foods which are not delivered under temperature control.

Cold deliveries need to be 5°C or cooler
Frozen deliveries need to be frozen hard.
Hot deliveries need to be 60 °C or hotter

The only exception to the above temperature requirements is if the food business transporting the food demonstrates that the temperature of the food, having regard to the time taken to transport the food, will not adversely affect the microbiological safety of the food.

Reject - products in damaged packaging.

Reject - goods which don't have the name and address of the supplier and a date or batch code.

Reject - deliveries if the inside of the delivery vehicle is dirty or is carrying chemicals together with the food.

Reject – suppliers which can't or won't provide food in the way you want.



For further information, please contact Waverley Councils Environmental Health Section on 9369-8000.