

ACCP/01: DELIVERY & RECEIPT OF FOOD

Hazards

1. **Contamination**; of foods with allergenic ingredients as a result of damaged packaging and not separated from other foods
2. **Alternative brands**; sent to those that were ordered
3. **Lack of information**; with respect to allergens either illegible or missing
4. **Contamination**; of foods as a result of temperature sampling with food probe

Controls & Critical Limits	Monitoring Procedure	Frequency	Control Sheet	Corrective Action & By Whom
Allergenic ingredients delivered separately	Visual checks	Upon receipt		Reject food that is potentially contaminated (FH) Isolate potentially contaminated food for return (LM)
Packaging intact and no spillage	Visual checks	Upon receipt		Reject food that is potentially contaminated (FH)
Labelling legible, not obstructed/missing	Visual checks	Upon receipt		Reject foods that do not have full ingredients listing displayed (LM)
Ingredients checked against order/delivery note	Visual checks	Upon receipt		Reject alternative brands or accept and inform 'production' and 'service' staff (LM)
Food probe cleaned and disinfected after use	Visual checks	After each probe		Clean and disinfect probe (FH) Review process for delivery and receipt of food (LM)

For additional information on this subject please refer to the following procedures in the 'Food Safety Manual 2019':

- *Section 4: Food Allergens - FA/05: Control of allergenic ingredients*

Version	Date of issue	Author	Endorsed by
V1	June 2020	Graham Day; Health & Safety Adviser	Graham Hakes; Senior Health & Safety Adviser