



Creating and maintaining health, safety and food hygiene management systems.

**MONUMENT**  
CLEANING SOLUTIONS

**Tel:** (011) 768-2351 / (011) 664-6650

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110 Carol Road, Silverfields,  
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## Receiving Checklist

<u>Policies &amp; Procedures</u>				<u>Comments</u>				<u>Sign</u>
Products and Containers are inspected for condition and quality								
Products and Containers are inspected for infestation regarding external pest								
Product actual weight are compared to invoice weight								
Product counts are compared to invoice and purchase order								
Discrepancies are brought to driver attention and a credit note is made out with drivers signature immediately								
Receiving area is located near the delivery door and clearly defined								
Receiving drop temperature between +6°C and +8°C (± 2°C)								
Drivers access is limited to delivery area								
Receiving scale is periodically checked and calibrated								
Products checked in are immediately placed in correct storage area								
New products are placed behind existing products								
New products are labelled as they are placed in storage area								
Delivery door locked except when deliveries are taking place								
Date	Supplier	Product	Batch Number	Product Expiry date	Delivery Vehicle Condition & Temp	Product Temperature	Quality and Appearance of product	Delivery accepted or rejected

Completed by : \_\_\_\_\_

Date : \_\_\_\_\_



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