FACT SHEET 16

Delivery

General

Once food arrives on your food premises, you are responsible for it. That means that if you have accepted potentially contaminated food and anything goes wrong, you will wear the blame for it not the person who supplied you with the faulty food.

For this reason it is important that you do everything possible to ensure the food that you receive onto your premises whether it is delivered to you or you have gone and bought it, is safe and suitable.

What are you required to do?

Under the *Food Safety Standards* every business is required to do the following:

- Ensure that all food that is received is protected from contamination;
- Be able to provide the name and address of the supplier of the food as well as the name of the food;
- Ensure that all potentially hazardous food is received under temperature control (refer Food Fact Sheet No. 7);
- Ensure that all frozen food is received frozen.

How do you ensure this?

The following are some ways to ensure the integrity of food received at your food business:

- Have a list of approved suppliers who you know provide foods from a reliable source;
- Check all incoming deliveries to ensure that packaging is not damaged;
- Check all incoming potentially hazardous food to ensure that it is under temperature control or it is frozen.

What do you do if it is not OK?

If any food that you receive is damaged or not under temperature control you must:

- Reject the food - send it back
- Keep a record of what food has been rejected and why
- If you regularly reject food from the same supplier, talk to your supplier and if that doesn't work look at changing suppliers.

Delivery Important Points

- A business is responsible for the food they sell once they have accepted it onto the premises.
- A food business must check all food that they receive to ensure that it is:
  - from a reliable source
  - protected from contamination
  - delivered under temperature control or frozen if it is potentially hazardous
- If food fails to meet any of the above requirements it must be rejected and returned to the supplier and a record of the rejection event kept.

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