

Receiving Checklist

गुड्स रसीवगि चेकलस्ट

Code: RECV_001 · Hygiene · Daily · FSMS — HACCP / FSSAI compliance record

LOGO
(affix / print here)

Outlet / Kitchen: _____ Date: _____ Shift / Meal: _____

WHY / PURPOSE	At-goods-in inspection. Chilled $\leq 5^{\circ}\text{C}$, frozen $\leq -18^{\circ}\text{C}$, dry goods within date and packaging intact.
	हर डिलीवरी की तापमान, पैकेजिंग और शेल्फ लाइफ जाँचें।
REQUIRED BY	FSSAI Schedule 4 (source control + traceability) · cl. 8.2 retention
	कौन भरे: स्टोर कीपर

#	Supplier	Product	Lot / invoice number	Quantity received (min 0)	Product category	Product temperature at receipt (acceptable -30-25°C)	Packaging condition	Use-by / best-before date	Accept / reject	Shift lead PIN (verification)	Init.	CA#
1												
2												
3												
4												
5												
6												

One row = one entry / batch. Record the value or tick each column. Note any fail in the Corrective Action Log and reference its CA#.

Corrective Action Log — record any out-of-range / fail here and write its CA# beside the reading in the grid.

CA#	Date	Item / Area	Problem found	Corrective action taken	By

Recorded by: _____ Verified by / Supervisor: _____ Date: ____ / ____ / ____

RECV_001 · FSMS – Culirect · Blank master for manual logging

Retain 1 year or the food's shelf-life, whichever is longer (FSSAI Schedule 4, cl. 8.2). Any 'Out' / 'Fail' → corrective action + supervisor review.