SITE survey. APP

SITE SURVEY REPORT

Goods-in Inspection

Prepared for	The Old Mill Kitchen
Date	8 Oct 2026
Site	The Old Mill Kitchen
Prepared by	R. Ellis

FORM

Goods-in Inspection

1. Day

Project	The Old Mill Kitchen: goods in (completed example)
Client	The Old Mill Kitchen
Site	The Old Mill Kitchen
Site address	Mill Street, Skipton
Date	8 Oct 2026
Checked by	R. Ellis
Probe thermometer and last check	Probe P3, checked in iced water 8 Oct

> GOV.UK food hygiene guidance: chilled food must be kept at 8°C or below, a legal requirement in England, Wales and Northern Ireland. The FSA's Safer food, better business pack advises spot checks of delivery time, temperature and quality, putting frozen food in the freezer as soon as it is delivered, and rejecting a delivery that shows signs of pests or that you think has not been handled safely.

2. Deliveries

Deliveries 1: Dales Dairy

Supplier	Dales Dairy
Delivery note or PO number	DN 55102
Time	07:15
Type	Chilled
Temperature (°C)	4.1
Packaging intact and clean?	Yes
Any signs of pests (gnawed packaging, droppings or insects)?	No
Date codes acceptable?	Yes
Vehicle clean and at the right temperature?	Yes
Quantities match the order?	Yes
Result	Accepted

Deliveries 2: North Meats

Supplier	North Meats
Delivery note or PO number	INV 8831
Time	08:40
Type	Chilled
Temperature (°C)	9.4

> Chilled food above 8°C. Reject it or follow your safe method.

Packaging intact and clean?	Yes
Any signs of pests (gnawed packaging, droppings or insects)?	No
Date codes acceptable?	Yes
Vehicle clean and at the right temperature?	No
Quantities match the order?	Yes
Result	Rejected
Why rejected, and the credit agreed	Chicken thighs at 9.4°C, van chiller off. Rejected; credit note CN-2210 agreed with the driver.

Deliveries 3: Wholesale Foods

Supplier	Wholesale Foods
Delivery note or PO number	PO 1043
Time	10:05
Type	Ambient
Packaging intact and clean?	No
Any signs of pests (gnawed packaging, droppings or insects)?	No
Date codes acceptable?	Yes
Vehicle clean and at the right temperature?	Yes
Quantities match the order?	Yes
Result	Partly rejected

Why rejected, and the credit agreed	One case of tinned tomatoes crushed and dented. Case returned; credit to follow on the next invoice.

Photos



Deliveries rejected	1
Deliveries partly rejected	1

3. Sign-off

Notes for suppliers or managers	Raised the North Meats temperature failure with their account manager.
Manager	J. Pike
Manager signature	