Logo	**QUALITY SYSTEMS RECORD**	*Issue: 1*	*Ref No:*
		Issued by:	
	Goods In Log	*Approved by:*	
		Issue date:	
		Approval date:	
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Instructions: Use this Log for deliveries or receiving foods. Record any temperatures and corrective action taken on the Receiving Log. The manager will verify that employees are receiving products using the proper procedure by visually monitoring employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date