

Level of Priority High, Medium, Low, or N/A	<b>D. Receiving/Inspection</b>		Schedule	Implemented
_____	<b>D1. Assure security measures are in place at loading docks to prevent unverified or unauthorized deliveries at any time.</b> Dock doors should be closed and locked when not in use. Restrict access to loading dock.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D2. Assign an authorized person to verify and receive shipments both during business hours and after business hours.</b> Set policy in advance to address an unattended delivery – for example, do not move or open packages left on loading docks; if known, call the company and have them remove the package; if it is not evident where the package came from, call the police.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D3. Verify deliveries against a roster of scheduled deliveries and approved suppliers.</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D4. Set a policy that all delivery trucks on the premises be locked and sealed when not being loaded or unloaded.</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D5. Set policy and procedures to investigate at the time of delivery shipping documents with suspicious changes at the time of delivery.</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D6. Provide training on identifying packaging that is acceptable and not acceptable.</b> Train all foodservice personnel and the biosecurity team members.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D7. Inspect the package condition of all ingredients (including commercial premixes), food service products, and hazardous chemicals prior to accepting shipment.</b> Be sure to look for signs of tampering and counterfeiting.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	<b>D. Receiving/Inspection</b> (continued)		Schedule	Implemented
_____	<b>D8. Document package inspection results in a receiving log.</b> Documentation for the receiving log should include company name, product name, expiration date, lot codes, the number of units delivered, where the product will be stored, who received the product, and date and time of receipt.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D9. Establish policy and procedures to reject food and chemical packages that are not acceptable, cannot be verified against delivery roster, or contain unacceptable changes to shipping documents</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>D10. Set policy and procedures to notify the food biosecurity team leader immediately if product tampering is suspected in any of the deliveries.</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	