



Purchasing and receiving food

Goal: Ensure that food is safe when you purchase and receive it.

What can go wrong?	What can I do?	How can I check?	What if it is not right?
Contamination of food with bacteria, chemicals or other things that should not be in food	<p>Only buy from reliable suppliers.</p> <p>Write or speak to your suppliers detailing the conditions you want the food to be delivered in.</p> <p>Maintain a current list of your food suppliers.</p>	<p>Inspect all food deliveries from your suppliers.</p> <p>Observe whether the driver and the truck are clean and check that the vehicle is not carrying animals or chemicals in the same area as the food.</p>	<p>Reject suppliers that don't provide food the way you want it.</p> <p>Reject deliveries if the inside of the delivery vehicle is dirty, has animals on board or is carrying chemicals with food.</p>
	<p>Make sure food is protected by proper packaging and/or containers.</p> <p>Transfer all deliveries into a suitable storage area as soon as possible.</p>	<p>Examine the packaging to see if it is damaged.</p> <p>Make sure that all products are properly labelled, including the product name and address of the manufacturer, a batch code or date code, an ingredient list and allergen and food intolerance information.</p> <p>All products should be within their 'best before' or 'use-by' dates.</p> <p>Look for any visible signs of insects, insect eggs or other items that should not be in or near food, such as dirt, glass and rubbish.</p>	<p>Reject products in damaged packaging.</p> <p>Reject pre-packaged foods that don't have the name and address of the supplier, a batch code or date code, and an ingredient list on the label.</p> <p>Reject packaged food if the supplier cannot provide accurate information about ingredients and allergens.</p> <p>Reject any product that is contaminated.</p>
	<p>Don't buy cracked or dirty eggs.</p>	<p>Check to see whether eggs are cracked or dirty.</p>	<p>Reject any cracked or dirty eggs received from suppliers.</p> <p>Do not use them.</p>



Purchasing and receiving food (continued)

What can go wrong?	What can I do?	How can I check?	What if it is not right?
<p>Growth of bacteria in food that spends too long in the temperature danger zone of 5°C to 60°C</p>	<p>Make sure cold food is kept at 5°C or colder.</p> <p>Make sure frozen foods are frozen hard.</p> <p>Make sure hot food is kept at 60°C or hotter.</p>	<p>Use a probe thermometer to regularly measure the temperature of food deliveries from each supplier of high-risk food.</p> <p>For new suppliers, check the temperature of deliveries more often until you are sure that the food is meeting temperature requirements.</p> <p>Check the temperature of each delivery for any supplier you feel is not consistently meeting temperature requirements.</p> <p>Tap frozen foods to test that they are frozen hard. Make sure an employee of your business is available to check when goods are delivered. If you have an arrangement with your suppliers for food to be delivered outside business hours, check the food before storing it.</p> <p>If you collect food from your supplier and transport it yourself, check that it is safe and kept at the right temperature during transport and storage.</p>	<p>If food is delivered in the temperature danger zone of 5°C to 60°C, ask the delivery person to show you evidence of the temperature of the food for the previous two hours.</p> <p>Reject high-risk foods that are delivered at the wrong temperature or where evidence of the temperature is not provided.</p> <p>Stop purchasing food from the supplier if it does not meet your requirements.</p> <p>Improve your transport and storage arrangements.</p>



Record

You must keep the following information about food that you purchase or receive.

To check	Record	How often
All my suppliers	Record 1: My food suppliers	It must be up to date. Ensure it includes current suppliers and also all your suppliers for the previous two years.

What are the risks?

Unsafe food may contaminate other foods and may result in the sale of unsafe food to your customers.

To protect your business, check all food received from your suppliers.

High-risk foods delivered at the wrong temperature can allow bacteria to multiply. This can reduce shelf life and cause food poisoning.

Damaged packaging may allow bacteria to contaminate food or may be a sign that insects, mice or rats have eaten or contaminated the food inside. Pests can carry disease and insects can lay eggs on food.

Food past its 'use-by' date can be unsafe.

Pre-packaged food received from suppliers must be labelled and the ingredients listed so that you can give your customers accurate information about the food you sell. A label will also help you identify food in case it is recalled. This includes information about the ingredients that are a known source of, or contain, allergens.

You must also be able to provide this information to customers about all other food, including food that is packaged on-site (and not required to be labelled) or which is supplied unpackaged (such as ready-to-eat food served to customers). For more information go to *Section 9 Packaging and transporting food* and *Support program section 1* on allergens.

Foods stored near chemicals can become unsafe and their flavour can be affected.

All food must be protected from contamination.

Tips

- ✓ Check food when you buy it. You need to know whether you are getting what you paid for.
- ✓ Satisfy yourself that suppliers know that they are required by law to comply with the national *Food Standards Code Part 1.2.1 Application of labelling and other Information requirements*, including the standard about mandatory warning and advisory statements and declarations. All pre-packaged food must be labelled according to the Code. For more information see www.foodstandards.gov.au.
- ✓ Food you receive should be in good condition, with enough time to sell or use it before the 'best before' or 'use-by' dates.
- ✓ To find out more about food allergens and intolerances and how you may help customers with questions see www.health.vic.gov.au/foodsafety.
- ✓ For tips on using a probe thermometer to take food temperatures see page 63.