Cold-chain receiving log

Site / team: _____ Period: _____

Date / arrival time	Actual check time	Supplier / delivery ref	Product / batch	Equipment / method	Measured reading	Unit	Approved receiving criteria	Condition / packaging	Decision / staff	Corrective action / evidence	Review / follow-up

Use your approved product-specific receiving criteria and local requirements. This record does not prescribe acceptance temperatures, decide product safety or tell staff how to dispose of goods.