

# 18.08a – DELIVERY RECORD CHECKSHEET – DURING PANDEMIC

STORE NAME: \_\_\_\_\_ DELIVERY DRIVER: \_\_\_\_\_ MANAGER SIGNED: \_\_\_\_\_

Date	Customer Name/ Deliver To	Product Description (place a tick in required column/s)			Dispatch Temperature		Dispatch Time	Delivery Time or Return time to Store	Total Time out of refrigeration (minutes, must not exceed 120)	Successful Delivery (Yes/No)	Customer Name receiving Delivery (if received)
		Ambient	Chilled	Frozen	Chilled (≤ 5C)	Frozen (Hard frzn)					
21/3/20	Best IGA, 1 Best Town Road, Best Town	✓	✓		2.1		10:00	10:20	20	Yes	Best Man
21/3/20	H. Simpson, 742 Evergreen Tce, Springfield	✓		✓		-18.4	10:00	11:20	80	No, customer not home, products returned to store	N/A

CORRECTIVE ACTIONS:

**INSTRUCTIONS:** Refer to [Section 11.25a – Home Deliveries To Customers – During Pandemic](#).

Where delivery has exceeded 120 minutes from dispatch time, products must be disposed and delivery cancelled.

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