Receiving and COA Inspection Log

One row per inbound delivery. Record the checks, the COA result and the decision.

Site: _____ **Month / sheet no.:** _____ **Receiving limits from my plan (temp, packaging, label):** _____

Date / time	Supplier	Material	Supplier lot	Our lot code	Qty / unit	PO #	Temp (if chilled or frozen)	Pack / label OK (Y/N)	Allergen label OK (Y/N)	COA in (Y/N)	COA vs spec (Match / Mismatch / Not checked)	Accept / Hold / Reject	Corrective action	Rec'd by	Verified by

Set your own acceptance limits (for example receiving temperature) from your specification, hazard analysis and customer requirements, and write them in the header. Hold or reject anything that does not meet them and record the action.

Based on: 21 CFR 117.80(b) (raw materials and other ingredients: inspection, segregation, protection from contamination and allergen cross-contact); 21 CFR 117.410 and 117.475 (supplier verification and records, where a supply-chain-applied control applies), eCFR. Accessed Nov 2026.

This template is a starting point. Adapt it to your own food safety plan, your product risks and your certification body or customer requirements. It does not make a facility compliant or certified.