

Checklist - Truck / Vehicle Inspection

Food Safety & Quality Template · Provided by GIFSQ

The truck is part of your cold chain and part of your hygiene - a dirty trailer or a warm box undoes everything upstream. Check it before you load or unload, every time.

Instructions: Complete before loading finished product or unloading a delivery. Walk the trailer: look, smell, measure. Reject or hold if it fails - a polite refusal at the dock is cheaper than a customer complaint. Keep with the delivery paperwork.

Record details

- Date: [YYYY-MM-DD]
- Vehicle reg: []
- Driver: []
- Load / delivery ref: []

Acceptance criteria

Anything outside these criteria is a deviation - act, record, and tell QA.

- Trailer clean, dry, odour-free
- Temperature in range before loading
- No pest signs; goods segregated correctly

Checklist

#	Check item	OK? (Y/N)	Action taken	Initials
1	Trailer/box clean, dry, free of odour and debris	[]	[]	[]
2	Temperature in range (record: [] °C)	[]	[]	[]
3	No signs of pests	[]	[]	[]

#	Check item	OK? (Y/N)	Action taken	Initials
4	No incompatible loads (chemicals, non-food odours)	☐	☐	☐
5	Doors and seals intact; refrigeration running	☐	☐	☐
6	Pallets/stacking suitable; no damaged packaging	☐	☐	☐
7	Refrigeration unit service/calibration sticker current	☐	☐	☐
8	Load secured; no cross-contact risk between allergen and non-allergen goods	☐	☐	☐

Notes and corrective action

Smell the trailer before you load - previous loads (fish, chemicals, spices) leave odours that transfer to your product. If it smells wrong, it is wrong. And check the temperature display against your own probe: a unit showing 4 °C on a broken display while the trailer sits at 12 is a story we've heard more than once.

- [Describe any deviation, action taken, and product disposition.]

Review

Reviewed by (name / signature)	Date	Comments
[Name / Signature]	[YYYY-MM-DD]	[Comments]

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026