

A Basic Checklist for Food Donors



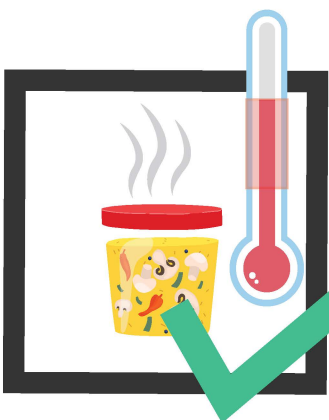
Conduct basic sensory checks

- Ensure food is properly covered or packaged, or sealed in its original packaging
- Check for presence of insects, droppings, or foreign objects
- Check for any “off smell” or signs of spoilage (e.g. mould, unusual colour, slimy layer, dried out or excessive wrinkling)
- Check the integrity of packaging (e.g. no swelling, bulging, dents, rust, leaks, defective seams)



Check the date marking

- Verify that the "use by", "sell by", "expiry date" or "best before" dates have not passed



Ensure temperature control during distribution or collection

- Ascertain the proper food delivery temperature with the transporter
- For chilled food: Check if it is at 4°C or below
- For frozen food: Check if it is at -18°C or below
- For ready-to-eat (RTE) or cooked meals: Check if it is above 60°C



Ensure time control

- Ascertain the delivery time with the food transporter
- Check if or how long food was out of temperature control
- Ensure delivery has not taken longer than agreed time



Other additional measures:

- Ensure all collected food can be identified
- If the food was donated by a business, ensure that the food supplier's name and address are indicated
- Check that the food is in clean, intact packaging, was transported in a clean vehicle, and free from exposure to dirt, pests or chemicals