Readiness to Receive Declaration: For Food Surplus Recipients

| **Readiness to Receive Declaration** | |  |
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| **Part A: Contact details** |  |  |
| Name of organisation receiving surplus: | |  |
| Charity Registration Number (or evidence of not-for-profit status)/ Company Number / VAT Number: | |  |
| Key contact and contact details: | |  |
| Address of organisation: | |  |
| Number and locations of receiving depots/storage sites nationally: | |  |
| Number of charity partners supplied with food surplus: | |  |
| **Part B: Nature of surplus able to receive** |  |  |
| Statement of ability to handle, store and redistribute different food types: | |  |
| Responsiveness to shorter shelf-life product: | |  |
| Minimum lead time requirements after notification of surplus: | |  |
| Scale of operation | |  |
| Ability to handle ‘non customer-ready’ product (including overlabelling): | |  |
| Number of meals served per annum: | |  |
| **Part C: Fulfilling requirements** |  |  |
| Details of in-house food safety and hygiene training and levels achieved: | |  |
| Details of internal audit process: | |  |
| Details of ability to provide traceability evidence: | |  |
| Details of required spot checks or auditing of supplier: | |  |
| **Part D: Logistics** |  |  |
| Ability to collect surplus from providers: | |  |
| Suitable delivery day(s) and time(s): | |  |
| Geographies able to collect surplus from providers: | |  |
| Back-up arrangements if unable to collect/receive surpluses from supplier: | |  |
| Arrangements for waste disposal route for any surplus not used and any charges: | |  |
| **Part E: Review, monitor and measure** | |  |
| Communication plan: | |  |
| **Part F: Statement of how food surplus is used** | |  |
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| **Part G: Third party arrangements** |  |  |
| Details of third party recipients of the food surplus: | |  |
| Mechanism for ensuring that transfer to any third party still meets the agreed standards and conditions: | |  |
| Statement on conditions of use of food surplus by receiving organisation or any third parties, such as front-line charities using the redistributed food: | |  |
| Statement of how this is reviewed/audited by recipient: | |  |
| **Part H: Documentation** |  |  |
| Documentation transfer | |  |
| Legal liability for food and arrangement over point of transfer | |  |
| Arrangement for supplier indemnity over any claim for loss or damage in relation to supplying surplus to recipient | |  |