

Standard Operating Procedure (SOP): Stock Rotation and Expiration Date Monitoring

Purpose

This SOP details **stock rotation and expiration date monitoring** procedures to ensure inventory is managed efficiently and safely. It covers methods for organizing stock based on FIFO (First In, First Out) principles, tracking expiration dates, conducting regular inventory checks, and proper disposal of expired items. The objective is to minimize waste, maintain product quality, and comply with safety and regulatory standards.

Scope

This SOP applies to all personnel involved in the handling, storage, and management of inventory at [Facility/Department Name].

Responsibilities

- Inventory Staff:** Responsible for daily stock checks, rotation, and documentation of expiry dates.
- Supervisors/Managers:** Review compliance, guide staff, and approve disposal of products.
- All Employees:** Report any observed issues or expired products.

Definitions

- FIFO (First In, First Out):** A stock rotation method where the oldest stock (first received) is used or sold first.
- Expiration Date:** The date after which a product is considered no longer safe or suitable for use.

Procedure

- Receiving Inventory**
 - Inspect all received goods for intact packaging and visible expiration dates.
 - Enter details (item, batch number, expiration date) into the inventory management system.
 - Label products clearly with expiration dates if not already present.
- Organizing and Storing Inventory**
 - Arrange products so that those with the earliest expiration date are positioned at the front or are most accessible.
 - Ensure newly received stock is placed behind existing stock (FIFO).
- Monitoring Expiration Dates**
 - Conduct scheduled inventory checks (e.g., weekly/monthly).
 - Update records with upcoming expiration dates and flag products nearing expiry (e.g., within 30 days).
- Stock Rotation**
 - Regularly rotate stock following FIFO principles during restocking and picking.
 - Verify and adjust product arrangement during each inventory check.
- Disposal of Expired Items**
 - Identify and segregate expired products immediately.
 - Complete necessary documentation for disposal.
 - Dispose of items as per company policy and regulatory requirements.
- Documentation**
 - Maintain accurate logs of stock movements, checks, and product disposals.
 - Report any discrepancies or issues to management.

Documentation Templates

Date	Item Name	Batch/Lot Number	Expiration Date	Action	Initials
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[yyyymmdd]	[Product Name]	[Batch/Lot #]	[yyyymmdd]	[Checked/Disposed/Rotated]	[Staff]
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References

- [Company policy #123: Inventory Management]
- [Local regulatory guidelines for product handling and disposal]

Revision History

Revision	Date	Description	Author
1.0	[yyyymmdd]	Initial release	[Name]