SOP Template: Stock Rotation and Expiry Date Monitoring

This SOP details **stock rotation and expiry date monitoring** procedures to ensure the proper management of inventory by systematically using older stock first and monitoring expiry dates to prevent product wastage and maintain quality. It covers methods for labeling, tracking, and recording stock movements, regular inspections for expired or soon-to-expire items, and guidelines for removing and disposing of expired stock in compliance with safety and regulatory standards.

1. Purpose

To ensure that all inventory is rotated and monitored for expiry dates, minimizing waste and maintaining the quality and safety of products in accordance with relevant policies and regulations.

2. Scope

This SOP applies to all staff involved in the storage, handling, and management of inventory across all storage areas, including warehouses, storerooms, and retail areas.

3. Responsibilities

- **Inventory Staff:** Responsible for implementing stock rotation and expiry date checks.
- **Supervisors/Managers:** Conduct periodic audits to ensure compliance and oversee disposal processes.
- **Quality Assurance:** Verify proper recording and reporting of expired stock.

4. Definitions

- **FEFO:** First Expired, First Out â€" stock with earliest expiry date is used first.
- **FIFO:** First In, First Out â€" stock received earliest is used first (when expiry dates are identical or not applicable).

5. Procedure

5.1 Receiving and Labeling Stock

- All stock received must be checked for correct expiry dates and physical condition.
- Clearly label all stock with the **expiry date** in a visible position if not already done by supplier.
- Log incoming stock with date of receipt and expiry date in the inventory management system.

5.2 Stock Rotation

- Apply **FEFO** principle at all times unless otherwise instructed.
- During restocking, place newer stock behind older stock on shelves.
- Periodically (e.g., weekly), review inventory to ensure correct rotation is being observed.

5.3 Monitoring Expiry Dates

- Conduct expiry date checks weekly (or as required) and record findings on designated checklist or system.
- Identify items approaching expiry (e.g., within 1-3 months depending on item type) and flag for priority use.
- Maintain a list/log of soon-to-expire items and notify relevant users or departments.

5.4 Removal and Disposal of Expired Stock

- Remove expired items immediately upon identification.
- Record removed items in the inventory management system, specifying reason for removal.
- Dispose of expired stock in accordance with relevant safety, regulatory, and environmental guidelines.

5.5 Documentation

- Maintain accurate and up-to-date records of stock movements, expiry checks, and disposal activities.
- File completed checklists and removal logs for audit purposes.

6. Documentation and Records

Record	Responsibility	Retention Period
Stock Receipt Log	Inventory Staff	2 years
Expiry Date Checklist	Inventory Staff	2 years
Removal/Disposal Record	Supervisors/Managers	2 years

7. Review and Audit

- This SOP should be reviewed annually or upon significant process change.
- Supervisors must conduct regular compliance audits and address discrepancies promptly.

8. References

- Company Inventory Management Policy
- Health and Safety Guidelines
- Applicable Regulatory Standards

9. Revision History

Version	Date	Description	Author
1.0	2024-06-20	Initial draft	[Name]