SOP Template: Shelf-life Monitoring and Daily Checks

This SOP defines the procedures for **shelf-life monitoring and daily checks** to ensure product quality and safety. It covers routine inspection of stock for expiration dates, proper storage conditions, record keeping of product status, removal of expired or compromised items, and adherence to first-in, first-out (FIFO) inventory management. The objective is to maintain optimal inventory freshness, minimize waste, and comply with regulatory standards.

1. Scope

This procedure applies to all personnel involved in handling, storing, and issuing products at [Facility Name/Location].

2. Responsibilities

- **Store Personnel:** Conduct daily checks and maintain records.
- **Supervisors:** Review records, oversee compliance, and address non-conformance.

3. Procedure

1. **Daily Shelf-life Checks:**
   - Visually inspect all stock for expiration dates and visible compromise (damage, spoilage, etc.).
   - Confirm products are stored according to manufacturer's storage guidelines.
2. **FIFO (First-In, First-Out):**
   - Arrange products so the oldest stock (earliest expiration) is issued/displayed first.
   - Update stock positions daily as new items are added.
3. **Record Keeping:**
   - Document daily inspections in the *Shelf-Life Monitoring Log* (see template below).
   - Note any items removed, reasons for removal, and corrective actions.
4. **Product Removal:**
   - Immediately remove expired or compromised items from storage.
   - Dispose of these items following company and regulatory requirements.
5. **Corrective Actions:**
   - Report repeated non-conformance to supervisors for investigation and remediation.

4. Documentation

Date	Product Name/Code	Expiry Date	Status (OK/Removed)	Initials	Remarks (if any)

5. Compliance and Review

- All staff must adhere to this SOP.
- This SOP will be reviewed annually or as required by regulatory changes.

6. References

- Company Quality Manual
- Applicable regulatory guidelines on food/product safety and storage

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[YYYY-MM-DD]	Initial release	[Name/Title]