

SOP: Shelf Organization and Product Rotation Procedures

This SOP details **shelf organization and product rotation procedures**, including guidelines for proper product placement, labeling, and categorization, methods for ensuring first-in, first-out (FIFO) inventory rotation, techniques for maintaining optimal shelf cleanliness and orderliness, strategies for monitoring product expiration dates, and protocols for handling damaged or expired goods. The goal is to maximize product shelf life, maintain inventory accuracy, enhance customer satisfaction, and reduce waste through systematic and efficient shelf management.

1. Scope

This SOP applies to all personnel responsible for product handling, stocking, and inventory management.

2. Responsibilities

- **Store Staff:** Organize shelves, implement product rotation, and ensure cleanliness.
- **Supervisors/Managers:** Monitor compliance, train staff, and address discrepancies.

3. Procedures

3.1 Shelf Organization

1. Arrange products by category, brand, and size for optimal visibility and accessibility.
2. Place high-demand items at eye level; heavier items on lower shelves; lightweight or fragile items on upper shelves.
3. Label each section clearly with product names and categories.
4. Maintain clear price labels, ensuring they are visible and up to date.

3.2 Product Placement & Categorization

1. Group similar products together (e.g., by type, flavor, or variant).
2. Date and batch codes should face outward for easy identification.
3. New inventory is stocked behind existing inventory unless otherwise indicated.

3.3 Inventory Rotation (FIFO)

1. Apply "First-In, First-Out" (FIFO) to all perishable and non-perishable goods.
2. When stocking, move older stock to the front; place newly received stock behind.
3. Verify rotation daily during routine shelf checks.

3.4 Shelf Cleanliness & Orderliness

1. Remove products from shelves at least weekly for thorough cleaning.
2. Wipe shelves with approved sanitizing agents.
3. Check for dust, spills, and debris daily and address immediately.
4. Ensure shelves are tidy and free from clutter at all times.

3.5 Expiration Monitoring

1. Check expiration dates on all products daily during regular shelf inspections.
2. Pull and segregate products approaching expiration (within 30 days as a standard guideline).
3. Document and report all expired or near-expiry products to supervisors.

3.6 Handling Damaged/Expired Goods

1. Immediately remove damaged or expired products from selling areas.
2. Place them in a designated "Quarantine" or "Defectives" area.
3. Log the removed items on the designated form or inventory software.
4. Follow disposal or return procedures according to company policy.

4. Records and Documentation

- Maintain daily logs of shelf inspections and cleaning.
- Update inventory records after each rotation, removal, or restocking.
- File incident forms for all damaged or expired items.

5. Training

All staff must complete shelf management and product rotation training before handling inventory independently.

6. Audit and Compliance

- Supervisors will conduct spot checks weekly to verify SOP adherence.
- Noncompliance must be documented and corrective action initiated.

Appendix: Example Shelf Inspection Log

Date	Inspected by	Issues Found	Action Taken	Signature
YYYY-MM-DD	John Smith	Expired items found	Removed and documented	JS