## Stock Rotation Schedule

**Tick when area has been checked.**

<table>
<thead>
<tr>
<th>Month:</th>
<th>Dry storage area</th>
<th>Cold storage area</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>W1</td>
<td>W2</td>
<td>W3</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>F</td>
<td>M</td>
</tr>
</tbody>
</table>

All food items are within use by dates

Older stock is placed in front and used first, 'first-in-first-out'

Initials of person who checked

**This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.**

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Important information on how to complete this form is available in the *Eat Safe Ipswich Food Safety Made Easy Guide* available on www.ipswich.qld.gov.au/eatsafe. Details about the Eat Safe Ipswich food safety rating scheme are also available from this website.
List any problems and the action taken to correct *(for example, disposed of stock)*:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

In the event of a food recall, all affected food products must be immediately removed and stored separately to all other food, until disposed of on advice from your supplier. Recalled food products should be labelled as recalled, stopping them from being used in your business.

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