

Stock Rotation Schedule

✓Tick when area has been checked.

Month:	Dry storage area								Cold storage area								Other							
	W1		W2		W3		W4		W1		W2		W3		W4		W1		W2		W3		W4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
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																								

Month:	Dry storage area								Cold storage area								Other							
	W1		W2		W3		W4		W1		W2		W3		W4		W1		W2		W3		W4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
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	W1		W2		W3		W4		W1		W2		W3		W4		W1		W2		W3		W4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
All food items are within use by dates																								
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This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.





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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