SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Lot Control and FEFO/FIFO Stock Rotation Checklist

Regulation: 29 CFR 1910.176(c)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Scan or key the lot and date on every receipt: read it off the carton, not the paperwork	
☐	Code missing or unreadable? Stop the receipt and hold the pallet: never guess a lot	
☐	Dated product ships earliest expiry first; undated ships oldest receipt first	
☐	System names a lot and location? Pick exactly that one and report any mismatch	
☐	Restocking a pick face? New stock goes behind or below the old, every time	
☐	Found expired or short-dated product? Tag it and move it to quarantine this shift	
☐	Never ship a lot below the customer's minimum shelf life, even if it looks fine	
☐	Clean up leaks and residue as you sweep: expired product is what breaks open	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Expired and short-dated stock is swept on schedule and never allowed to accumulate in storage areas where it creates tripping, fire, or pest harborage hazards **29 CFR 1910.176(c)**	
☐	Restacked pick faces and quarantined pallets are stacked, blocked, and limited in height so tiers stay stable and secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	The quarantine hold area is bounded so held stock never obstructs aisles, passageways, or lift truck paths **29 CFR 1910.176(a)**	
☐	Leaks, spills, and residue from expired or deteriorated product are cleaned up during the sweep and disposition work, keeping surfaces clean, orderly, and sanitary **29 CFR 1910.22(a)**	
☐	Expired product that can rot or leak is disposed of in sound, covered, leak-free receptacles and removed from the building often enough to stay sanitary **29 CFR 1910.141(a)(4)**	
☐	Lot number and expiration or production date are captured at receipt for every lot-tracked item, read from the product, with one receipt line per lot	

☐	A missing or unreadable lot or date code stops the receipt; product is never received under a guessed or dummy lot	
☐	Dated product is allocated and picked FEFO by expiration date; undated product rotates FIFO by receipt date	
☐	Where the system does not enforce rotation, new stock is physically placed behind or below old at every pick face	
☐	Minimum remaining shelf life for shipment and the short-date review threshold are held in the item master and enforced at allocation	
☐	Expired and blocked short-dated stock is tagged and moved to the quarantine hold location the same shift it is found, and only the disposition authority releases, sells down, or destroys it	
☐	Lot transaction history can produce a complete shipped-to list for any lot, and the mock recall exercise runs on its stated cadence against a time target	

WARNINGS

Never sell, ship, donate, or restock expired product: it goes to quarantine for disposition

Never restock a pick face from the front to save time: that is how rotation fails

Never key an adjustment on a lot-tracked item without the lot number

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE