FIFO checklist

It ensures that food with the nearest best before or use-by dates are used or sold first.

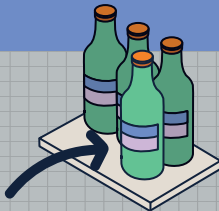**FIFO stands for First-In First-Out**

How to use FIFO:

1 Locate products with the soonest best before or use-by dates.
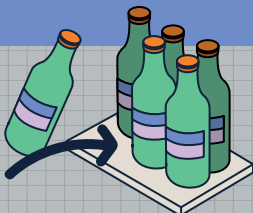
2 Remove items that are past these dates or are damaged
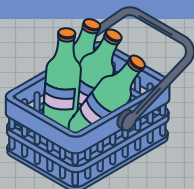
3 Place items with the soonest dates at the front.

4 Stock new items behind older ones; put latest dates at the back.

5 Use/sell stock at the front first.

FIFO Tips:

✓ Check products for damage or deterioration.

✓ If a product isn't put out, make a note of why.

✓ Make sure goods are faced up.

✓ Don't overload refrigerators.

✓ Label decanted food with a best before or use-by date.