

# First In First Out- Checklist

**The checklist ensures THAT FOOD WITH THE NEAREST BEST BEFORE OR USE-BY DATES ARE USED OR SOLD FIRST**

## How To Use FIFO:

1



Locate products with the soonest best before date

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 the 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 used-by date

