

Expiry Date and FIFO Tracking Form

Stock and kitchen · Daily

Inspection details

Business name

Date

Storage area / cold room

Person responsible

Items approaching expiry

Product	Expiry date	Quantity	Shelf / lot	Dispose	Initials

Shelf order

Question	Yes	No	Initials	Notes
Is the nearest expiry date at the front?	☐	☐		
Are open packages dated?	☐	☐		
Was the area checked for food stored on the floor?	☐	☐		
Were expired products separated?	☐	☐		
Were new deliveries placed at the back?	☐	☐		

Disposal and warning

Signature

Responsible person's signature

Chef's signature

Date

This form is a checklist for training purposes. It does not change your municipal, food registration, or occupational health obligations. Confirm local requirements in writing.