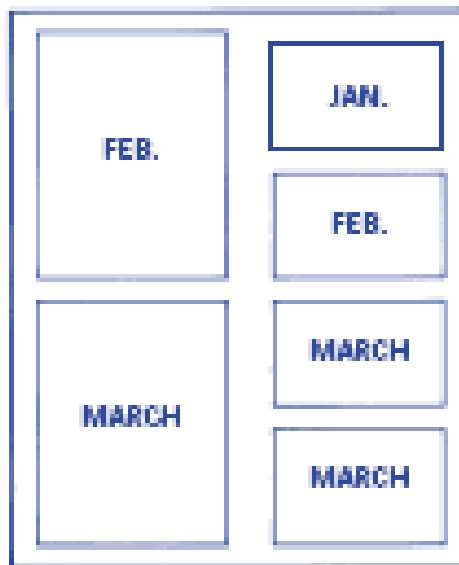


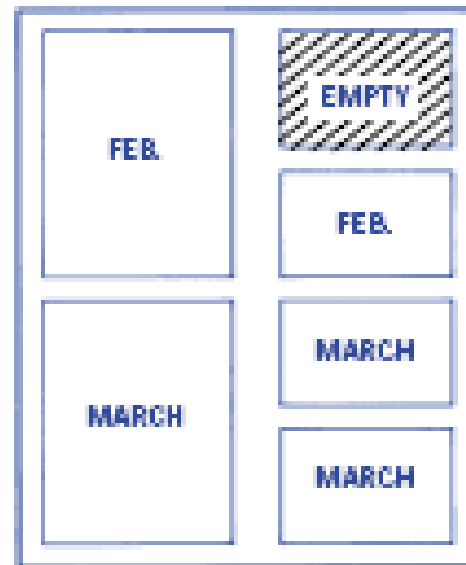
## STOCK ROTATION

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A general rule is that the oldest stock should be issued first – **First in, first out (FIFO)**. Well-planned stacking, with easy access to all food in the store, makes this rule easier to apply.



Issue first the stock which arrived in January.



New stock arriving in April can be stacked in the freed space after it has been cleaned.

The first in, first out rule is not followed if there is food which is fit to be eaten, but which will not store well, for example, because it is near the expiry date or in damaged packages. Such food should be issued without delay, even before older undamaged stock.