

## Stock Control Records

### Why is stock control important?

There are many reasons why good stock control is important.

1. Replacement stock needs ordering before existing supplies run out.
2. Carrying too much stock is merely tying up capital.
3. Having to throw away 'perishables' is a waste of money.
4. It is an offence to sell food which is **unfit, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.**
5. It is an offence to sell or use food if the 'use-by' date has expired, even if such food appears to be satisfactory.
6. It is bad practice to sell food after the 'best before' date. A 'best before' date is a guideline issued by the manufacturer in an effort to prevent proprietors selling substandard food. If food was found to be unfit - having being sold after it's 'best before' date this could prove extremely damaging to any due diligence defence (see over).
7. The **Food Safety (General Food Hygiene) Regulations 1995** require proprietors of food businesses to identify potential food hazards, decide which of these hazards need to be controlled to ensure food safety and then put into place effective control and monitoring procedures to prevent the hazards causing harm to consumers. Monitoring stock will help prevent potentially unfit food being eaten by your customers.

### Why keep stock control records?

1. It is an offence to sell food which is unfit, substandard or which may cause harm to the person consuming it. The principal defence available to a person accused of selling such food is one of **due diligence**. This requires them to prove they "**took all reasonable precautions and exercised all due diligence to avoid committing the offence**". Written records would be considered extremely important when trying to establish a defence in cases where, for example, the history of the food needs to be traced.
2. It clearly demonstrates that measures are in place to control food safety hazards even though written records are not necessarily a legal requirement.
3. Records may also help in the investigation of any food complaint, by allowing the history of the food to be traced (e.g. where did it come from, what condition was it in, how old was it, what was the 'shelf life', when was it used?)

### What procedures should I follow?

The following are some of the most commonly used procedures which can easily be adopted by most businesses:

1. Check all purchases/deliveries to confirm that the quality is acceptable and that all products are within the durability date. Foods which arrive in damaged packaging may have been contaminated by foreign bodies, pests or micro-organisms.
2. If products are transferred to larger or alternative storage containers, the containers should be labelled to show the contents and the date of arrival or the date by which they should be used. All containers should be closeable to prevent infestation by pests or accidental contamination by foreign bodies or micro-organisms.
3. Packaged food products should be kept off the floor and away from walls, with adequate space between stock to enable regular inspection for pests and aid cleaning.
4. Raw foods and cooked foods should be kept apart during storage and display. In fridges and freezers, cooked foods should be stored above raw food.

5. The 'first in first out' principle of stock rotation should always be applied. New stock should be stored behind old stock, or underneath it.
6. Always check the durability date before using the selected stock. If out-of-date, report the fact to the supervisor or discard. Check remaining similar stock.
7. Carry out a periodic stock check, the frequency of which will depend on the type and normal durability of the stock carried.  
**A few products of a highly perishable nature may need to be checked daily.**

## How to complete stock control records

### Step 1

Divide the products into 2 main groups - those with a short shelf life (of less than 1 month) and those with a shelf life of over 1 month.



### Step 2

Write down the short shelf life items on the **Daily Stock Control Checklist** and the remainder on the monthly **Stock Control Checklist**.



### Step 3

Ensure that staff carrying out the checks know what they are looking for and understand **best before** and **use-by** dates.



### Step 4

Daily checks: The foods listed on the Daily Stock Control Checklist should be examined and where they have reached their use-by-date they should be sold immediately or removed from sale.  
Remember: It is an offence to sell food after it's use-by date has expired.



### Step 5

Monthly checks: Again the person carrying out the stock check should be trained in what to look for.



### Step 6

Record on the **Monthly Stock Control Record** the date the check was made and who by.



### Step 7

In the "Product" column list all the foods where the best before date will expire before the next stock check is due. Then note the best before date in the next column. Where no best before dates expire still record the fact that a stock check has been carried out.



### Step 8

Record what action is being taken as a result.



### Step 9

Next note down the results of that action.



### Step 10

The person with responsibility for the stock should only initial the final column **once the food has been sold/destroyed etc.** and is satisfied that no further action is necessary.

<b>Daily Stock Control Checklist</b>	
<b>Food items to be checked daily</b>	
Fresh cream cakes	
Cooked ham	
Cooked beef	
Cooked turkey	
Wrapped pies	
Unwrapped pies *	
Unwrapped cheese	
<b>Instructions to stock checker.</b>	
<p>The above items require checking daily.</p> <p>Foods with an expired use-by-date should be <b>removed</b> and destroyed or where * returned to the supplier.</p> <p>Once the check has been done and any necessary action taken initial the Daily Stock Control Record.</p>	

## Daily Stock Control Record

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.
2001												
1.	MS											
2.	PRS											
3.	MS											
4.	TF											
5.	MS											
6.	JF											
7.	TF											
8.												
9.												
10.												
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31.												

**Monthly Stock Control Checklist**

<b>Food items to be checked monthly</b>	
All freezer cabinet stock	
Cereals	
Cakes and biscuits	
Beverages	
Cold Drinks - cans/cartons	
Ice-cream	
<b>Instructions to stock checker.</b>	
<p>The above items require checking monthly.</p> <p>Where “best before” dates will expire before the next stock check is due note the action taken on the Monthly Stock Control Record.</p>	

<b>Monthly Stock Control Record</b>
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Date checked	Checked by	Product	Best before date	Action taken	Notes	Supervisors initials
5/1/01	MS	Dairy Pack UHT Milk	16/1/01	Placed on offer until 16/1/01.	All sold by 10/1/01.	MS
		Mrs. Rudyard's Bakewells	1/2/01	Placed on offer until 1/2/01	2 packs remaining. Returned to supplier.	MS
6/2/01	TF	-	-	No action necessary	-	MS
5/3/01	PM	Milly's Malt Loaf	6/3/01	Removed from sale.	Destroyed.	MS