RETAIL EXPIRY CONTROL TEMPLATE

Expiry Checklist

Check receiving shelf life, date coding, FEFO rotation, shelves, fresh and prepared products, near-expiry actions, disposal, incidents, and corrective actions.

STORE / LOCATION	AUDIT DATE	AUDITOR	APPROVER

1. Checklist setup, expiry scope, and governance

1 Confirm the location, checklist date, operating status, reviewer, expiry-control owner, department contacts, and escalation contacts. — METADATA + SIGN-OFF

NAME | Enter — TIME | __:__ — SIGNATURE | Sign

Execution tip: Identify who can remove stock, approve markdowns, authorize disposal, and close corrective actions.

2 Define the departments, product categories, storage zones, displays, stockrooms, and online-order areas included in the check. — SCOPE CHECKLIST

Compliant · Partially compliant · Non-compliant · N/A

Execution tip: Record exclusions and make sure the sample covers high-risk, high-volume, and previously failing areas.

3 Review previous expired-product findings, waste, complaints, supplier issues, write-offs, recalls, and overdue actions. — PREVIOUS FINDINGS REVIEW

Current · Incomplete · Missing / expired · Attach record

Execution tip: Use repeat failures to target the categories, shifts, suppliers, and locations with the highest risk.

4 Verify the current expiry, shelf-life, FEFO, date-coding, markdown, donation, return, and disposal procedures are available. — CRITICAL — DOCUMENT VERIFICATION

Current · Incomplete · Missing / expired · Attach record

Execution tip: Check version, approval, issue date, and employee access to the current procedure.

5 Confirm the approved use-by, best-before, sell-by, display-until, opened-on, prepared-on, thawed-on, and discard rules. — CRITICAL — DATE-RULE MATRIX

Compliant · Partially compliant · Non-compliant · N/A

Execution tip: Use category-specific rules and do not treat every date type as the same control.

6 Capture the checklist start time, geo-location, and an approved reference photo of each audited department or zone. — CRITICAL — GEO-LOCATION + TIMESTAMP + PHOTO

Compliant · Issue found · Critical gap · Add live photo

Execution tip: Confirm the correct site and area before collecting product and label evidence.

2. Receiving and remaining shelf-life controls

7 Verify suppliers, delivery documents, purchase orders, batch details, and product descriptions match the goods received.

CRITICAL | RECEIVING DOCUMENT CHECK

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Link the physical product, batch, quantity, supplier, and receiving record before acceptance.

8 Sample use-by, best-before, packed-on, production, and expiry dates immediately during receiving.

CRITICAL | DATE-CODE SAMPLE

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Check outer cases and inner units because the dates may differ or be hidden by packaging.

9 Confirm every sampled product meets the minimum remaining shelf-life requirement at the time of receipt.

CRITICAL | REMAINING SHELF-LIFE CALCULATION

Compliant | Issue found | Critical gap | Add live photo

Execution tip: Calculate days or percentage remaining against the approved category threshold.

10 Verify batch, lot, serial, production, and traceability information is readable and captured where required.

CRITICAL | TRACEABILITY VERIFICATION

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Make sure the receiving record can identify affected stock during a recall or supplier claim.

11 Inspect products for missing, altered, duplicated, damaged, smudged, over-stickered, or unreadable date labels.

CRITICAL | LABEL INTEGRITY + PHOTO

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Capture clear evidence before the product is moved, accepted, returned, or relabeled.

12 Reject or quarantine expired, short-dated, incorrectly dated, or untraceable products according to the approved rule.

CRITICAL | RECEIVING DISPOSITION

Strong | Needs attention | Critical gap | Create action

Execution tip: Record quantity, value, reason, supplier acknowledgment, claim reference, owner, and next action.

3. Storage, date coding, and stock rotation

13 Verify FEFO is applied in stockrooms, cold rooms, freezers, cabinets, cages, bins, and other storage locations.

CRITICAL | FEFO ROTATION CHECK

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Check stock at the back, bottom, upper levels, and reserve locations, not only the easiest units to see.

14 Confirm date codes face outward and can be read without unnecessary product handling or unpacking.

DATE VISIBILITY CHECK

Compliant | Issue found | Critical gap | Add live photo

Execution tip: Correct stacking or case orientation that hides the earliest date from replenishment teams.

15 Verify opened, prepared, thawed, decanted, repacked, or partially used products have complete secondary date labels.

CRITICAL | SECONDARY LABEL CHECK

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Check product name, opened or prepared time, discard date, initials, and storage rule where required.

16 Confirm no expired products are stored in reserve stock, cages, top stock, drawers, chillers, freezers, or equipment cabinets.

CRITICAL | EXPIRED STOCK SWEEP

Strong | Needs attention | Critical gap | Create action

Execution tip: Include low-traffic and locked locations where old stock can remain unnoticed.

17 Verify quarantined, returned, damaged, recalled, and disposal stock is clearly identified and separated from usable inventory.

CRITICAL | SEGREGATION CONTROL

Sample	Expected	Actual	Result	Evidence

Execution tip: Use a controlled location and prevent the stock from being picked, sold, transferred, or replenished.

18 Observe receiving and replenishment to confirm older eligible stock is moved forward before newer stock is stored.

CRITICAL | ROTATION OBSERVATION

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Trace one delivered item from receiving through storage and shelf placement.

4. Sales floor, shelf, and display checks

19 Sample products across aisles, endcaps, promotional bays, checkouts, service counters, and seasonal displays.
SALES-FLOOR SAMPLE PLAN

Strong | Needs attention | Critical gap | Create action

Execution tip: Include high-turnover, low-turnover, promotional, imported, and customer-returned products.

20 Match the product, barcode, variant, pack size, date code, and shelf position for every sampled item.
CRITICAL | PRODUCT-TO-SHELF MATCH

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Avoid recording the date from a nearby SKU or a different pack size.

21 Confirm no expired product is available for sale, customer selection, click-and-collect, or home-delivery picking.
CRITICAL | EXPIRED PRODUCT VERIFICATION

Current | Incomplete | Missing / expired | Attach record

Execution tip: Remove affected stock immediately and check every unit of the same SKU and batch.

22 Identify products approaching the defined near-expiry threshold and confirm the correct action has started.
CRITICAL | NEAR-EXPIRY STATUS CHECK

READING | ___ °C | LIMIT | Enter | Add photo | Create action

Execution tip: Compare the physical date with markdown, transfer, donation, return, or disposal deadlines.

23 Check products behind facings, under display units, inside dump bins, and at the back of shelves for missed dates.
CRITICAL | HIDDEN-STOCK CHECK

READING | ___ °C | LIMIT | Enter | Add photo | Create action

Execution tip: Use a complete sweep where mixed dates or poor rotation are found.

24 Verify promotional, bundled, gift-pack, sample, and secondary-display stock follows the same expiry controls as main shelves.
CRITICAL | PROMOTIONAL STOCK CHECK

Current | Incomplete | Missing / expired | Attach record

Execution tip: Trace promotion stock back to the master SKU, batch, and approved action rule.

5. Fresh, chilled, frozen, and prepared products

25 Check fresh produce, meat, seafood, dairy, bakery, deli, and prepared-food dates against department rules.

CRITICAL | FRESH DEPARTMENT DATE CHECK

READING | ___ °C   LIMIT | Enter   Add photo   Create action

Execution tip: Include packaged, unpackaged, pre-cut, displayed, and back-up products.

26 Verify chilled products remain within approved dates and no date has been extended after a temperature or handling concern.

CRITICAL | CHILLED PRODUCT VERIFICATION

READING | ___ °C   LIMIT | Enter   Add photo   Create action

Execution tip: Review the product condition and temperature history before accepting the date status.

27 Confirm frozen products, thawed products, and thawing batches have the correct original, thawed-on, and discard dates.

CRITICAL | FROZEN AND THAW LABEL CHECK

READING | ___ °C   LIMIT | Enter   Add photo   Create action

Execution tip: Check that thawed products are not returned to sale under the original frozen-life date.

28 Verify prepared, cooked, cooled, reheated, or portioned foods have accurate preparation and discard labels.

CRITICAL | PREPARED-FOOD LABEL CHECK

Sample	Expected	Actual	Result	Evidence

Execution tip: Trace the label back to the production batch, recipe, time, temperature, and responsible employee.

29 Confirm packed-on, harvested-on, production, display-until, and quality dates are applied correctly where used.

CRITICAL | FRESHNESS DATE VERIFICATION

Current | Incomplete | Missing / expired | Attach record

Execution tip: Use the approved department rule and do not substitute one date type for another.

30 Check there is no unauthorized relabeling, date extension, label replacement, or removal of the original manufacturer date.

CRITICAL | DATE TAMPERING CHECK

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Escalate altered or unexplained labels immediately and retain the affected product as evidence.

6. Label integrity, date format, and customer information

31 Verify every date label is present, legible, durable, correctly positioned, and visible under normal handling conditions.

CRITICAL | LABEL CONDITION CHECK

Sample	Expected	Actual	Result	Evidence

Execution tip: Check condensation, abrasion, curved packaging, poor print contrast, and loose labels.

32 Confirm the date format is unambiguous and follows the approved day, month, year, and time convention.

CRITICAL | DATE-FORMAT VERIFICATION

Compliant | Issue found | Critical gap | Add live photo

Execution tip: Pay particular attention to imported products and numeric dates that can be interpreted in two ways.

33 Verify replacement, markdown, security, or promotional labels do not cover the original expiry or traceability information.

CRITICAL | OVER-LABEL CHECK

Sample	Expected	Actual	Result	Evidence

Execution tip: Remove or reposition non-required labels that hide critical product information.

34 Check shelf labels, price tickets, display signs, or digital listings do not state a shelf life that conflicts with the pack date.

CRITICAL | CUSTOMER INFORMATION CHECK

Compliant | Issue found | Critical gap | Add live photo

Execution tip: Correct any message that could encourage sale or use beyond the approved product date.

35 Verify storage, use-after-opening, preparation, allergen, and disposal instructions remain readable with the date code.

CRITICAL | INSTRUCTION VISIBILITY CHECK

Finding	Owner	Priority	Due	Evidence

Execution tip: Treat missing instructions as a control failure where they affect safe use or product life.

36 Test date-label printers, templates, clocks, user permissions, and product settings for accurate output.

CRITICAL | LABEL SYSTEM TEST

Finding	Owner	Priority	Due	Evidence

Execution tip: Print a controlled sample and verify product name, date calculation, time, user, and format.

7. Inventory systems, reports, and near-expiry visibility

37 **Verify expiry, batch, lot, and received-date information is captured in the inventory system where required.**
CRITICAL | SYSTEM DATA VERIFICATION

Current | Incomplete | Missing / expired | Attach record

Execution tip: Compare physical labels with the system record for a representative sample.

38 **Review near-expiry reports and confirm listed products, quantities, dates, locations, and actions match physical stock.**
CRITICAL | NEAR-EXPIRY REPORT REVIEW

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Investigate missing products, incorrect quantities, closed tasks, and items in the wrong location.

39 **Compare physical short-dated and expired quantities with system balances, reserved stock, and available-to-sell quantities.**
CRITICAL | QUANTITY RECONCILIATION

READING | ___ °C
LIMIT | Enter
Add photo | Create action

Execution tip: Record variance by SKU, batch, location, quantity, and value.

40 **Confirm automated alerts, tasks, dashboards, or reports are generated early enough to complete the required action.**
CRITICAL | ALERT TIMING CHECK

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Test whether weekends, holidays, transfer time, and approval delays are considered.

41 **Verify transfers, online picking, replenishment, and order allocation prioritize eligible stock without moving expiry risk.**
CRITICAL | INVENTORY MOVEMENT CHECK

EXPECTED | ___
ACTUAL | ___
VARIANCE | ___
Investigate

Execution tip: Check that short-dated stock is not transferred to a location that cannot sell or use it in time.

42 **Confirm markdown, donation, return, disposal, and write-off transactions retain product, batch, quantity, value, and approval details.**
CRITICAL | TRANSACTION AUDIT TRAIL

Sample	Expected	Actual	Result	Evidence

Execution tip: Match system movements with physical evidence and supporting records.

8. Markdown, clearance, donation, return, and disposal

43 Verify near-expiry markdowns are authorized, timed correctly, and applied only to eligible products and quantities.

CRITICAL | MARKDOWN AUTHORIZATION

EXPECTED | | ___ ACTUAL | | ___ VARIANCE | | ___ Investigate

Execution tip: Check the trigger date, discount level, approver, system price, shelf label, and affected batch.

44 Confirm clearance stock is clearly presented, accurately priced, and removed before the final sale deadline.

CRITICAL | CLEARANCE EXECUTION CHECK

Sample	Expected	Actual	Result	Evidence

Execution tip: Check both the main shelf and any secondary clearance location.

45 Verify supplier return, inter-store transfer, donation, repurposing, or employee-sale processes follow approved rules.

CRITICAL | ALTERNATIVE DISPOSITION CHECK

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Confirm food safety, legal, traceability, transport, and recipient requirements before release.

46 Confirm products are removed from sale, online availability, picking locations, and customer access before expiry.

CRITICAL | REMOVAL DEADLINE CHECK

Sample	Expected	Actual	Result	Evidence

Execution tip: Use the approved cut-off, which may be earlier than the printed date for some categories.

47 Verify expired or rejected products are securely disposed, rendered unusable where required, and recorded accurately.

CRITICAL | DISPOSAL VERIFICATION

Strong | Needs attention | Critical gap | Create action

Execution tip: Check quantity, value, reason, witness, method, contractor record, and environmental requirements.

48 Test employee knowledge of near-expiry thresholds, markdown timing, removal deadlines, quarantine, and escalation.

CRITICAL | EMPLOYEE KNOWLEDGE TEST

Current | Incomplete | Missing / expired | Attach record

Execution tip: Use a live product example from the employee's department rather than only asking general questions.

9. Expired product incidents, containment, and investigation

49 Remove every identified expired product from sale or use immediately and record the exact location, SKU, batch, and quantity.

CRITICAL | IMMEDIATE CONTAINMENT

Sample	Expected	Actual	Result	Evidence

Execution tip: Do not wait until the end of the checklist to isolate affected stock.

50 Place expired or suspect products in a controlled quarantine or disposal area with clear status identification.

CRITICAL | QUARANTINE CONTROL

Current | Incomplete | Missing / expired | Attach record

Execution tip: Prevent the stock from being scanned, picked, transferred, returned to shelf, or mixed with usable inventory.

51 Check all units of the same SKU, batch, supplier delivery, display, and nearby storage locations for wider exposure.

CRITICAL | EXTENDED PRODUCT SWEEP

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Expand the search when mixed dates, poor rotation, or missing records are found.

52 Determine whether any expired product was sold, served, dispatched, donated, transferred, or used before detection.

CRITICAL | TRANSACTION TRACE

Sample	Expected	Actual	Result	Evidence

Execution tip: Review sales, orders, production, transfer, donation, and waste records for the affected period.

53 Notify quality, food safety, operations, procurement, supplier, customer service, or regulators where the incident requires it.

CRITICAL | ESCALATION RECORD

Compliant | Partially compliant | Non-compliant | N/A

Execution tip: Follow the approved severity matrix and retain the time, recipient, decision, and response.

54 Document the root cause, including rotation failure, poor forecasting, label error, system issue, training gap, or delayed action.

CRITICAL | ROOT-CAUSE INVESTIGATION

Current | Incomplete | Missing / expired | Attach record

Execution tip: Separate the immediate cause from the process weakness that allowed the product to remain available.

10. Reporting, corrective actions, verification, and sign-off

55 Calculate the expiry compliance result, expired units, near-expiry units, affected value, waste, and department performance.

COMPLIANCE SUMMARY

Strong | Needs attention | Critical gap | Create action

Execution tip: Keep the calculation method consistent so results can be compared across locations and periods.

56 Escalate any expired product available for sale or use, altered date, unsafe disposition, or repeated critical control failure.

CRITICAL | CRITICAL ESCALATION

Strong | Needs attention | Critical gap | Create action

Execution tip: Set the required response time based on customer, legal, food safety, and brand risk.

57 Confirm every material finding has containment, a named owner, priority, due date, evidence requirement, and escalation path.

CRITICAL | CORRECTIVE ACTION RECORD

Finding	Owner	Priority	Due	Evidence

Execution tip: Create separate actions where different teams own immediate control and permanent prevention.

58 Verify completed actions through recount, rescan, new evidence, system records, retraining, or a follow-up department check.

CRITICAL | CLOSURE VERIFICATION

Finding	Owner	Priority	Due	Evidence

Execution tip: Do not close an action only because a comment or expected date was added.

59 Review trends by department, category, SKU, supplier, store, root cause, waste value, and action closure time.

TREND ANALYSIS

Finding	Owner	Priority	Due	Evidence

Execution tip: Use recurring patterns to change ordering, shelf life, alerts, staffing, training, or supplier controls.

60 Record the final decision, reviewer comments, approver, signature, date, and next expiry-control review or audit date.

APPROVAL + SIGNATURE

NAME | Enter
TIME | __:__
SIGNATURE | Sign

Execution tip: Retain an auditable record of acceptance, restrictions, open actions, and follow-up timing.