

FREE MANUFACTURING INVENTORY TEMPLATE

FIFO and FEFO Compliance Checklist

Use this 60-point checklist to verify rotation rules, date accuracy, physical sequence, system allocation, picking, shelf-life control, blocked stock, exceptions, cycle counts, traceability, training, and corrective action.

Facility / warehouse

Review date

Material / zone

Auditor / reviewer

Internal manufacturing template. Apply current material specifications, shelf-life requirements, warehouse procedures, customer rules, ERP or WMS logic, quality-status controls, and approved exception processes as controlling references.

1. FIFO or FEFO policy, material scope, ownership, and rotation rules

- 1
- Confirm the site has a documented stock-rotation policy defining when FIFO, FEFO, expiry-date, retest-date, manufacture-date, or receipt-date logic applies.
- CRITICAL
- FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
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Execution tip: Start by confirming which materials use FIFO, which use FEFO, and what date drives the sequence. The rule should be explicit, consistent, and...

- 2
- Verify each raw material, component, packaging item, consumable, or finished stock family is assigned the correct rotation rule based on approved requirements.
- CRITICAL
- FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
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Execution tip: Start by confirming which materials use FIFO, which use FEFO, and what date drives the sequence. The rule should be explicit, consistent, and...

- 3
- Confirm responsibility is defined for receiving-date capture, expiry or retest data, warehouse placement, picking, system allocation, exception approval, and periodic compliance review.
- FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Start by confirming which materials use FIFO, which use FEFO, and what date drives the sequence. The rule should be explicit, consistent, and...

- 4
- Verify the system or warehouse procedure defines the exact date field used to determine rotation priority for each applicable material.
- CRITICAL
- FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
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Execution tip: Start by confirming which materials use FIFO, which use FEFO, and what date drives the sequence. The rule should be explicit, consistent, and...

- 5
- Check materials exempt from FIFO or FEFO have a documented reason and alternative issue rule rather than being managed informally.
- FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
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Execution tip: Start by confirming which materials use FIFO, which use FEFO, and what date drives the sequence. The rule should be explicit, consistent, and...

- 6
- Review previous rotation failures, expired stock, write-offs, stock aging, customer complaints, quality holds, and open corrective actions before the compliance check begins.
- FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
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Execution tip: Start by confirming which materials use FIFO, which use FEFO, and what date drives the sequence. The rule should be explicit, consistent, and...

2. Receipt date, manufacture date, expiry date, retest date, and master-data accuracy

7

Confirm receipt date is accurately recorded for each relevant lot or batch at goods receipt or warehouse entry.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Rotation depends on reliable dates. Sample several lots and compare the physical label, supplier document, receiving record, and ERP or WMS...

8

Verify manufacture date, expiry date, retest date, use-by date, best-before date, or other life-cycle date is captured where required by the material specification or procedure.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Rotation depends on reliable dates. Sample several lots and compare the physical label, supplier document, receiving record, and ERP or WMS...

9

Check physical labels and supplier documents agree with the dates entered in the ERP, WMS, inventory system, or stock card.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Rotation depends on reliable dates. Sample several lots and compare the physical label, supplier document, receiving record, and ERP or WMS...

10

Confirm date formats are unambiguous and do not create confusion between day-month-year, month-day-year, or other formats.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Rotation depends on reliable dates. Sample several lots and compare the physical label, supplier document, receiving record, and ERP or WMS...

11

Verify shelf-life duration, remaining shelf-life requirement, retest period, or other date-related master data is current and approved.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Rotation depends on reliable dates. Sample several lots and compare the physical label, supplier document, receiving record, and ERP or WMS...

12

If a required date is missing, illegible, contradictory, or outside the approved range, place the material under controlled review before unrestricted issue.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Rotation depends on reliable dates. Sample several lots and compare the physical label, supplier document, receiving record, and ERP or WMS...

3. Storage layout, lot separation, accessibility, and physical rotation sequence

13

Confirm materials with different lots, receipt dates, or expiry dates are stored and identified in a way that preserves lot separation and rotation visibility.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Good stock rotation is designed into the storage layout. Older or earlier-expiring eligible stock should be visible and physically accessible without...

14

Verify the oldest eligible or earliest-expiring stock is positioned so it can be selected before newer stock without unnecessary obstruction.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Good stock rotation is designed into the storage layout. Older or earlier-expiring eligible stock should be visible and physically accessible without...

15

Check pallet, rack, bin, floor, flow-rack, shelf, or lane design supports the intended FIFO or FEFO movement pattern.

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Good stock rotation is designed into the storage layout. Older or earlier-expiring eligible stock should be visible and physically accessible without...

16

Confirm mixed lots in one location are controlled so pickers can clearly distinguish which lot has priority.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Good stock rotation is designed into the storage layout. Older or earlier-expiring eligible stock should be visible and physically accessible without...

17

Verify partial pallets, opened cases, short quantities, and returned stock do not bypass the normal rotation sequence because they are stored separately.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Good stock rotation is designed into the storage layout. Older or earlier-expiring eligible stock should be visible and physically accessible without...

18

Identify storage locations where layout, congestion, blocked access, or poor labeling makes correct rotation difficult and assign corrective action.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Good stock rotation is designed into the storage layout. Older or earlier-expiring eligible stock should be visible and physically accessible without...

4. System allocation, WMS or ERP logic, batch selection, and picking priority

19

Confirm ERP, WMS, batch-allocation, or picking logic prioritizes the correct eligible lot according to the approved FIFO or FEFO rule.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare system recommendations with the physical lots available. If the system selects the wrong lot, understand whether the cause is master...

20

Verify system allocation excludes blocked, quarantined, rejected, expired, overdue-for-retest, or otherwise restricted stock from normal issue.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare system recommendations with the physical lots available. If the system selects the wrong lot, understand whether the cause is master...

21

Check the lot, batch, or pallet suggested by the system matches the physical stock with the correct rotation priority.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare system recommendations with the physical lots available. If the system selects the wrong lot, understand whether the cause is master...

22

Confirm manual lot overrides require an approved reason, authorization, and traceable record where the site allows exceptions.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare system recommendations with the physical lots available. If the system selects the wrong lot, understand whether the cause is master...

23

Verify replenishment logic does not place newer stock ahead of older or earlier-expiring stock in forward-pick locations without a controlled reason.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare system recommendations with the physical lots available. If the system selects the wrong lot, understand whether the cause is master...

24

Review recurring system overrides, wrong-lot allocations, master-data errors, blocked-stock issues, and configuration gaps for corrective action.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare system recommendations with the physical lots available. If the system selects the wrong lot, understand whether the cause is master...

5. Picking, issue, replenishment, transfer, and line-side rotation discipline

25

Observe material picking and confirm the employee selects the oldest eligible or earliest-expiring lot according to the approved rule.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe an actual pick or replenishment. Correct system logic is not enough if employees routinely select the easiest pallet instead of the correct...

26

Verify material issued to production, staging, kitting, dispatch, or another warehouse location retains correct lot and date traceability.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe an actual pick or replenishment. Correct system logic is not enough if employees routinely select the easiest pallet instead of the correct...

27

Confirm replenishment from reserve storage to forward-pick or line-side locations maintains the intended rotation sequence.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe an actual pick or replenishment. Correct system logic is not enough if employees routinely select the easiest pallet instead of the correct...

28

Check line-side, supermarket, kanban, point-of-use, or staging areas do not accumulate older stock behind newer stock.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe an actual pick or replenishment. Correct system logic is not enough if employees routinely select the easiest pallet instead of the correct...

29

Verify inter-location transfers, stock consolidation, pallet splitting, repacking, or relabeling preserve original lot and date information.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe an actual pick or replenishment. Correct system logic is not enough if employees routinely select the easiest pallet instead of the correct...

30

Confirm unused material returned from production or staging is re-entered into the correct rotation position rather than being treated as newly received stock.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Observe an actual pick or replenishment. Correct system logic is not enough if employees routinely select the easiest pallet instead of the correct...

6. Shelf-life control, near-expiry stock, retest status, and blocked inventory

31

Confirm the site defines alert thresholds for short-dated, near-expiry, near-retest, or aging stock based on material risk and planning needs.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: FEFO works best when near-expiry stock is visible early. Do not wait until material expires before deciding what to do with it.

32

Verify near-expiry or near-retest material is identified early enough for planned use, retest, return, transfer, supplier discussion, or approved disposition.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: FEFO works best when near-expiry stock is visible early. Do not wait until material expires before deciding what to do with it.

33

Confirm expired, overdue-for-retest, obsolete, recalled, or otherwise time-restricted stock is automatically or procedurally blocked from normal issue.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: FEFO works best when near-expiry stock is visible early. Do not wait until material expires before deciding what to do with it.

34

Check physical labels, hold tags, quarantine locations, and system status agree for expired or time-restricted stock.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: FEFO works best when near-expiry stock is visible early. Do not wait until material expires before deciding what to do with it.

35

Verify extension of expiry, retest approval, shelf-life reassessment, or other life-extension decision is formally authorized and traceable to supporting evidence.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: FEFO works best when near-expiry stock is visible early. Do not wait until material expires before deciding what to do with it.

36

Review write-offs, destruction, emergency usage, retest delays, and repeated near-expiry situations for inventory-planning or supplier corrective action.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: FEFO works best when near-expiry stock is visible early. Do not wait until material expires before deciding what to do with it.

7. FIFO and FEFO exceptions, deviations, emergency issue, and authorization

37

Confirm situations that may justify a FIFO or FEFO exception are defined, such as quality hold, customer requirement, engineering trial, shortage, retest status, or approved priority use.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Exceptions should be rare, visible, and justified. A practical rule is only trustworthy when the business can explain every deliberate departure from...

38

Verify each exception identifies the material, lot, quantity, normal priority lot, reason, risk, approving authority, and date.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Exceptions should be rare, visible, and justified. A practical rule is only trustworthy when the business can explain every deliberate departure from...

39

Confirm emergency or priority issue does not release expired, rejected, quarantined, unidentified, or otherwise prohibited stock.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Exceptions should be rare, visible, and justified. A practical rule is only trustworthy when the business can explain every deliberate departure from...

40

Check customer-specific, market-specific, regulatory, or destination shelf-life requirements are considered before approving an alternate lot.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Exceptions should be rare, visible, and justified. A practical rule is only trustworthy when the business can explain every deliberate departure from...

41

Verify repeated exceptions for the same material, supplier, location, or planning situation trigger investigation rather than becoming routine practice.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Exceptions should be rare, visible, and justified. A practical rule is only trustworthy when the business can explain every deliberate departure from...

42

Confirm exception records remain linked to the stock movement and can be reviewed during traceability, quality, or inventory investigations.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Exceptions should be rare, visible, and justified. A practical rule is only trustworthy when the business can explain every deliberate departure from...

8. Cycle counts, stock aging, lot traceability, and rotation-compliance verification

43

During cycle counts or stock audits, verify physical lots are arranged and issued in the correct FIFO or FEFO sequence.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use cycle counts as a rotation check, not only a quantity check. Compare the age and expiry sequence of every lot found in the sampled location.

44

Confirm physical stock matches the ERP or WMS for material, lot, quantity, receipt date, expiry or retest date, status, and location.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use cycle counts as a rotation check, not only a quantity check. Compare the age and expiry sequence of every lot found in the sampled location.

45

Review stock-aging reports for unusually old inventory, dormant lots, repeated partial pallets, and material approaching expiry or retest limits.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use cycle counts as a rotation check, not only a quantity check. Compare the age and expiry sequence of every lot found in the sampled location.

46

Verify traceability records can reconstruct the movement of a selected lot from receipt through storage, transfer, issue, return, and final consumption or disposition.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use cycle counts as a rotation check, not only a quantity check. Compare the age and expiry sequence of every lot found in the sampled location.

47

Check discrepancies between physical and system dates, lot numbers, quantities, or locations are investigated and corrected promptly.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use cycle counts as a rotation check, not only a quantity check. Compare the age and expiry sequence of every lot found in the sampled location.

48

Trend rotation-compliance failures by warehouse, material family, shift, picker, supplier, and root cause to identify recurring control weaknesses.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use cycle counts as a rotation check, not only a quantity check. Compare the age and expiry sequence of every lot found in the sampled location.

9. Visual management, labels, training, warehouse discipline, and handover

49

Confirm warehouse labels, rack labels, pallet labels, date labels, color indicators, arrows, lanes, or other visual controls clearly support the intended rotation sequence.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Employees should be able to identify the priority lot quickly and consistently. Use visual controls to support the process, but make sure they agree...

50

Verify employees responsible for receiving, storage, replenishment, picking, issue, and return understand when to use FIFO versus FEFO.

CRITICAL

FIFO/FEFO

C

PC

NC

NA

Execution tip: Employees should be able to identify the priority lot quickly and consistently. Use visual controls to support the process, but make sure they agree...

51

Check employees can identify the date field that drives priority and explain what to do when the physical sequence disagrees with the system.

CRITICAL

FIFO/FEFO

C

PC

NC

NA

Execution tip: Employees should be able to identify the priority lot quickly and consistently. Use visual controls to support the process, but make sure they agree...

52

Confirm training or competency records cover stock-rotation rules, restricted stock, date interpretation, exception handling, and traceability requirements.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action

Execution tip: Employees should be able to identify the priority lot quickly and consistently. Use visual controls to support the process, but make sure they agree...

53

Verify shift handover communicates near-expiry stock, blocked lots, urgent FEFO priorities, system issues, and open rotation actions.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action

Execution tip: Employees should be able to identify the priority lot quickly and consistently. Use visual controls to support the process, but make sure they agree...

54

Observe several random picks from different storage zones and confirm the same rotation discipline is applied consistently across shifts and material types.

CRITICAL

FIFO/FEFO

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Employees should be able to identify the priority lot quickly and consistently. Use visual controls to support the process, but make sure they agree...

10. Compliance findings, corrective action, effectiveness, trend review, and sign-off

55

Document every FIFO or FEFO finding with material, lot, location, relevant dates, current status, risk, evidence, and immediate containment where required.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close a rotation finding only because a pallet was moved. Confirm the layout, data, system rule, training, or planning issue that caused the...

56

Assign each open rotation finding to a named owner with priority, due date, interim control, required evidence, and escalation route.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close a rotation finding only because a pallet was moved. Confirm the layout, data, system rule, training, or planning issue that caused the...

57

For critical expiry, traceability, blocked-stock, or wrong-lot issues, hold affected material and prevent further issue until status and impact are resolved.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close a rotation finding only because a pallet was moved. Confirm the layout, data, system rule, training, or planning issue that caused the...

58

Confirm corrective actions address root causes such as layout, master data, WMS logic, labeling, replenishment, planning, training, supplier dating, or inventory accuracy.

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close a rotation finding only because a pallet was moved. Confirm the layout, data, system rule, training, or planning issue that caused the...

59

Verify effectiveness through repeat picking observations, stock-aging reports, cycle counts, exception trends, audit follow-up, or other objective evidence.

CRITICAL

FIFO/FEFO

Rotation item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close a rotation finding only because a pallet was moved. Confirm the layout, data, system rule, training, or planning issue that caused the...

60

Record final compliance status, unresolved critical rotation risks, affected stock, follow-up actions, next review date, auditor, warehouse owner, quality reviewer, date, and management approval.

CRITICAL

FIFO/FEFO

FINAL STATUS | Enter

WAREHOUSE OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: Do not close a rotation finding only because a pallet was moved. Confirm the layout, data, system rule, training, or planning issue that caused the...