



**Newco Catering & Logistics Ltd**

**FIRST IN FIRST OUT (FIFO)**

➤ NEW ITEMS SHOULD BE PLACED **BEHIND** OLD ITEMS.

➤ PLACE NEW ITEMS **UNDER** OLD ITEMS.

➤ USE "**USE FIRST LABELS**"

➤ ITEMS RECEIVED **FIRST** MUST BE ISSUED **FIRST**

➤ ITEMS RECEIVED **LAST** MUST BE ISSUED **LAST**

➤ WHEN APPLYING POINT 4 & 5, EXPIRY DATES MUST BE CONSIDERED AS TO WHICH ONE WILL EXPIRE FIRST

APPROVED BY: MANAGING DIRECTOR

SIGNATURE: .....