



STOCK CONTROL

Effective stock control is an important part of managing food safety.

WHAT TO DO	WHY?	HOW DO YOU DO THIS?
Go through your menu and estimate how much of each ingredient you will need.	Working through the menu allows you to plan for your specific needs.	- Review your menu regularly and how it affects your needs for stock. - Discuss your needs with your supplier.
Plan ahead to make sure you have the right amount of stock and order carefully.	Not having too much stock is best for food safety – and your profits.	- Plan the stock you need for each shift. - Make sure staff know the stock requirements for each shift. - Use a supplier who understands your business needs and supplies stock on time. - Do a stock check before placing an order.
Check all stock when it is delivered to make sure that: - it is within its 'use by' date - it has been kept cold enough - it has not gone off - the stock is clean and not damaged, e.g. throw away any punctured vacuum packs, swollen packs or badly dented cans and check that tops are secure on bottles and jars and seals are unbroken.	These checks are all to make sure that food is safe for you to use. Damaged packaging could mean that food will not be safe to use. Swollen or 'blown' packs can be a sign that bacteria have grown in food or drinks. If bottles or jars have been opened, or if seals have been broken, the food or drink might not be safe to use.	- Train your staff in what to look for when checking deliveries. - Have a written agreement with your supplier about your delivery requirements. - Carry out spot checks on the deliveries yourself. - Use the diary to record any issues or problems with deliveries. - If you move food from its original packaging to another container, make sure you make a note of the name of the food, the ingredients and the 'use by' or 'best before' date.
Carry out regular stock checks and throw away any food that has passed its 'use by' date. If you freeze food, have a system in place to make sure it is clearly labelled with the date it is frozen.	It is against the law to serve food after its 'use by' date because it might not be safe to eat and could make your customers ill. If labelling is not clear on frozen food, new stock might be used before old stock.	- Follow the 'first in, first out' system of stock rotation, so that older stock is used first. This helps to avoid waste. - Train your staff in stock control and make sure they know in what order to use foods. - Check regularly that stock control is being carried out effectively and food past its 'use by' date is thrown away. - Record stock checks in the diary.

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
- If you find that you have more food in stock than you need and you do not think you will use it all before the 'use by' date, you could freeze some of it to be used in the future. Follow the manufacturer's instructions on freezing and label the food as appropriate. See 'Freezing safe method' - If you find that food that has passed its 'use by' date has not been thrown away, throw it away immediately. - If you do not think that a food delivery has been handled safely, reject the delivery if possible. Do not use the food and contact your supplier immediately.	- Review your ordering process. - Review your stock rotation system. - Review your agreement with your supplier. - Train staff again on this safe method. - Improve staff supervision.