

# Section 11.21

## Stock Audit & Trade Measurement Checks



1. POLICY	<p>To ensure that displayed stock is checked in a timely manner, so that it is either marked down and sold, or removed from the display before it passes its expiry date.</p> <p><b>Please note the following Critical Control Point (CCP) is addressed in this procedure:</b></p> <p><b>CCP #6 – Displayed stock review &amp; mark-down</b></p> <p>NOTE: The percentage mark-down on all such items is determined by Store Management.</p>
2. MANDATORY REQUIREMENTS	<ol style="list-style-type: none"> <li><b>Stock Audits</b> <ul style="list-style-type: none"> <li>Displayed stock must be rotated (oldest or closest to Use-by/Best Before Date at front) &amp; inspected to ensure saleability.</li> <li>Recommended inspection frequency: <ul style="list-style-type: none"> <li>Fresh Foods &amp; Reduced to Clear Displays – <b>MINIMUM DAILY</b></li> <li>Perishable &amp; Dairy Food Displays – <b>MINIMUM WEEKLY</b></li> <li>Frozen Food Display – <b>FORTNIGHTLY to MONTHLY</b></li> </ul> </li> <li>The date codes on pre-packed lines are checked <b>AT LEAST WEEKLY</b>. <b>Out of date stock</b> shall be <b>removed from sale</b>.</li> </ul> </li> <li><b>Mark Down</b> <ul style="list-style-type: none"> <li>Produce that is poor quality, or close to code, is marked down or disposed of.</li> <li>Chilled and Frozen grocery lines shall be marked down to ensure compliance to <b>11.03 - Date Coding Guideline</b>.</li> <li>Mark down labels shall not obscure product information or date code.</li> </ul> </li> <li><b>Tare Weight Checks against PLU</b> <ul style="list-style-type: none"> <li>All products which are <u>packed or pre-packed in-store with a standard Tare Weight set against the product PLU</u>, must have the set tare weight of their packaging checked on at least a <b>monthly</b> basis to ensure ongoing accuracy.</li> <li>Where a product/PLU e.g. T-bone steak, is packed on different sized trays, a tare weight may or may not be set against the PLU. When a tare weight is <u>set</u> the store must ensure it is adequate for the heaviest tray/pack type on which the product is packaged.</li> <li>To determine the weight of the packaging (tare weight), check-weight 10 sets of the packaging material, and then calculate the average weight of that packaging for a single item. This tare weight must be pre-set into the scales at that department, and activated by the product's PLU number.</li> </ul> <p>NOTE: When determining the tare weight, take into account only the packaging placed on the scale when producing a price label, this may also include a soaker pad/s when used on meat trays.</p> <ul style="list-style-type: none"> <li>Remember, it is an offence if you include some or all of the packaging in the net weight of the goods sold</li> <li>Adjust the tare weight information in the relevant scales or back office system, if required, and record your checks on <b>18.11a – Monthly System PLU Tare Weight Checks</b>.</li> </ul> </li> <li><b>In-store Packed Product with Declared Net Weights and Total Price/kg Checks</b> <ul style="list-style-type: none"> <li>At least 6 Products packed in-store to a minimum net weight e.g. 250g net tub of salad or 488g Rump Steak, must be randomly checked (Daily or at least weekly) to ensure that packs contain <b>at least</b> the declared net weight <b>excluding</b> the weight of any packaging.</li> <li>Check this by placing the pre-packaged item on the scale and recording the weight shown on the scale display (Gross Weight), also record the label weight from the item.</li> <li>If the gross weight of the product is equal to or less than the label weight, the product must be removed from sale and repackaged with the correct label weight.</li> <li>Units in a batch should be checked, to verify the minimum net weight is being met.</li> <li>Keep a record of all weight checks performed on <b>18.11b - In-store Packed Net Weight Checks</b>.</li> <li>If any short weight packages, due to inadequate tare weights set against the PLU in the system, are found then the Manager must be informed and the tare weight is to be adjusted against the system PLU.</li> </ul> </li> </ol>

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