Cold Storage Put-away Checklist

Date: [   ]

Employee: [   ]

Location: [   ]

☐ Storage temperature verified

☐ Check for any visible product damage

☐ All labels and barcodes readable

☐ Expiry date confirmed

☐ Proper product separation maintained

☐ Products placed on correct rack/location

☐ Area hygiene confirmed

Additional Notes:

[   ]

Supervisor: [   ]

Signature: [   ]