

Product Traceability & Shelf-Life Tracker



WE'RE SERVING

COSTA
COFFEE

Product Traceability & Shelf-Life Management

Info: Product traceability and shelf-life management ensures that all products available at your We're Serving site are in date and fit for purpose.

When your Costa delivery arrives, record the batch codes and best before dates.

Ingredients to be logged:



Coffee Beans/
Capsules/Granules/
Sachets



Hot Chocolate
Powder/Dusting



Sugar



Toppings/Drink
inclusions & extras



Frappe Powder



Tea



Alternative milk
drink



Syrups/Sauces



Cooler bases



Costa Coffee
impulse food items

Top Tips

- All food products such as coffee beans have a 'Use By' / 'Best Before' date on each individual pack. All 'Use By' / 'Best Before' dates for any food products such as sugar sachets that do not have 'Use By' or 'Best Before' dates on each individual packet. Please ensure all stock is kept the original packaging for 'Use By' / 'Best Before' dates.
- On arrival, goods can only be accepted if all packaging is in good condition, dry and clean.
- Any packaging that shows damage should be rejected/ disposed of.

Once you have received your stock, ensure all points on the goods received procedure have been followed.

General Storage

- Neatly store all Costa Coffee products in a designated location/ storeroom. This must be in a cool dry location.
- Store similar products together, ensuring they are front facing and rotated using the First In, First Out (FIFO) principle.
- Ensure all boxes are stored off the floor and heavy boxes are in easy reach places.
- Keep all products in their original boxes. It will make it easier to store the products neatly and locate important reference numbers, should they be needed.
- No stock should be stored in the Costa Coffee machine.
- Ensure that a stock rotation system is in place to ensure the oldest product is used first.

