FIFO Procedure-Warehouse

All parts received must follow this stocking procedure.

New parts must be separated from existing inventory with newspaper.

New inventory must be placed: **On the bottom, In the Rear, On the right.**

Tag one new item with a yellow “First Article” tag and place in on top, in front, on the left. This item should be issued first. For assembly **only.**

Samples of separating and tagging:

Top to bottom,

Front to rear,

Left to right,