

Author	Status	Effective Date
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## 1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to stock rotation. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates products must be pulled oldest to newest.

## 2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when rotating stock. By following the instructions, the workload will be completed accurately, consistently, and safely.

## 3.0 Safety



**\*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

**\*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

## 4.0 Procedure for Stock Rotation

### 4.1 Rotation of Stock

4.1.1 The rotation of stock must be done anytime a new batch of an existing product is produced.

4.1.2 Whenever applicable the older lot is to be pulled out and the newest lot placed behind it.

### 4.2 Different Lots in Different Locations

4.2.1 The option to keep all the same product in one bin is not always possible. In this case the responsibility falls to the order puller to ensure that the oldest lot is being taken from stock first.

## 5.0 References

Reference	Title

1	None
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