

TOOL KIT 8

STORAGE



Kenya Agribusiness
and Agroindustry
Alliance

Transforming Kenya's Agribusiness

Let's grow your business, one Tool Kit at a time!

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STORAGE BEST PRACTICES

1 Raw materials and products should be stored off the floor in a cool, dark storeroom that has good ventilation and protection against insects and rodents.

2 The processor should check that there is adequate protection against rodents and insects, and that stores are regularly cleaned to ensure that any spillages do not attract pests.

3 Cleaning should be monitored and controlled using cleaning schedules. These should record who is responsible for the cleaning and schedule the cleaning times.

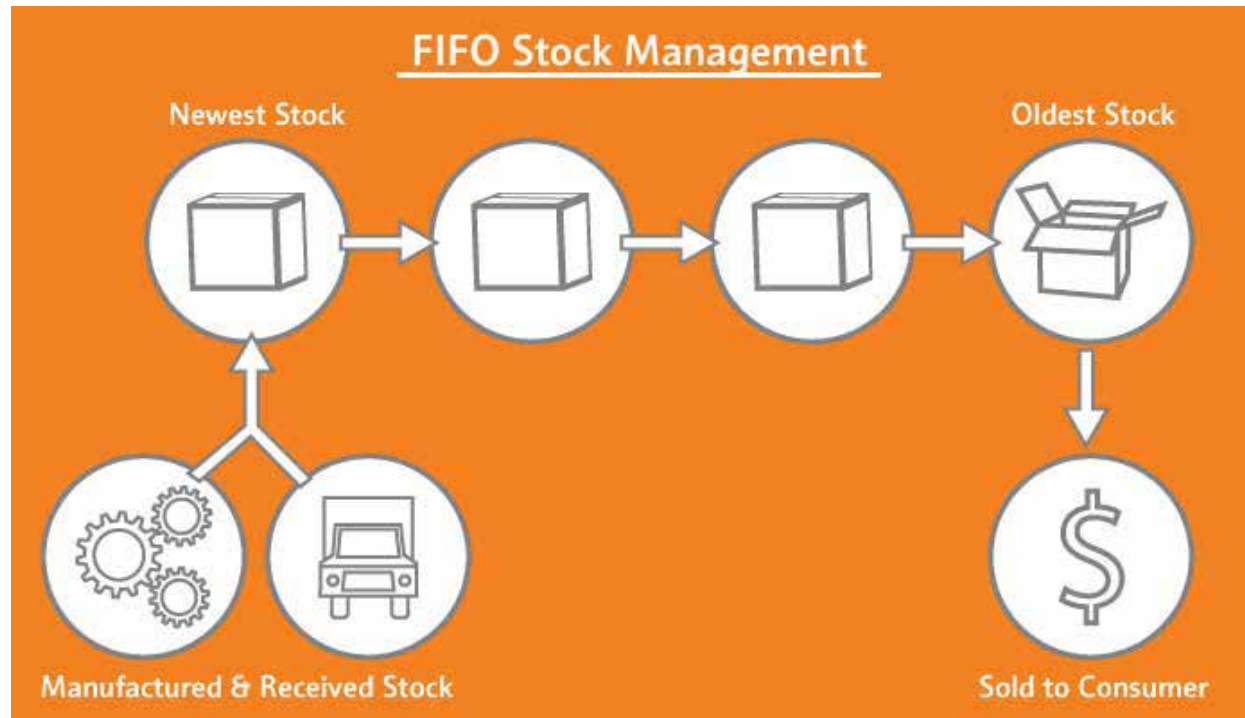
4 A supervisor, manager or the business owner needs to check that the cleaning is satisfactory.

5 The processor should maintain records that monitor the time that the raw materials and products remain in storage. These records should also show the amount and value of stocks that are held.



6

A First In/First out (FIFO) system of stock control should be used. It should apply to raw materials, other ingredients and finished products.



7

Stock checks should be made daily (for work in progress and finished products), weekly (cash, raw materials and perishable ingredients), monthly (ingredients that have a long shelf life) or annually (facilities in the processing room, spares for machinery and equipment).

8

Results of stock checks should be compared to production records or maintenance records to ensure that all materials are accounted for.