



Skincare & Cosmetics Batch Expiry Tracking Checklist 2026

Product Identification & Batch Details

Capture essential data including product name, SKU, manufacturer, and specific batch/lot numbers for precise tracking.

Product Name

SKU / Product Code

Batch or Lot Number

Product Category

- ☐ Cleansers
- ☐ Moisturizers
- ☐ Serums
- ☐ Sunscreen
- ☐ Exfoliants
- ☐ Other

Unit Size (ml/g)

Enter a number...

Manufacturing Date

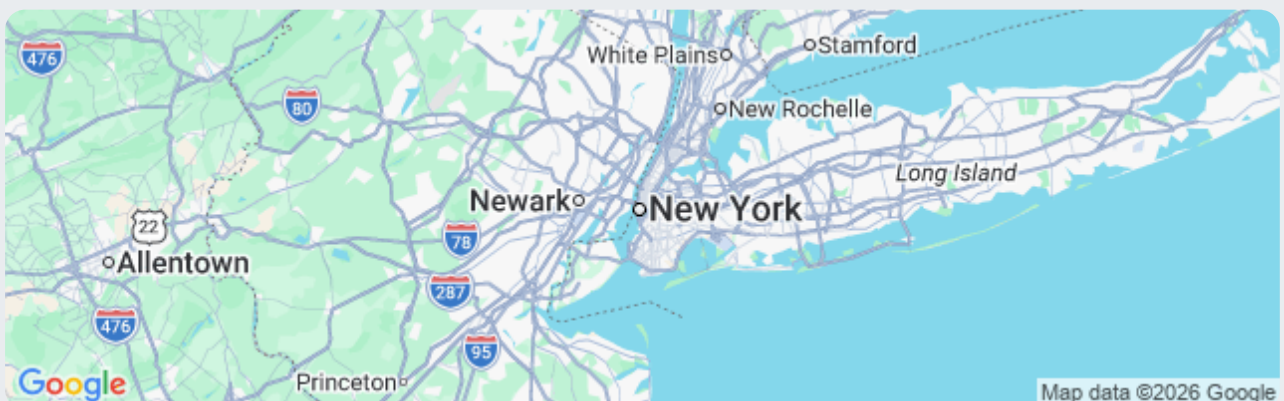
Enter date...

Expiration Date

Enter date...

Storage Bin/Shelf Location

 [Set My Current Location](#)



Manufacturing & Expiry Date Verification

Log the production date and the expiration date (EXP) or Period After Opening (PAO) symbol to monitor shelf life.

Batch/Lot Number

Manufacturing Date

Expiration Date (EXP)

Shelf Life Status

- ☐ Safe/Stable
- ☐ Expiring Soon (< 3 months)
- ☐ Expired

Days of Remaining Shelf Life

Batch Certificate/COA Upload

 Upload File

Storage Condition Compliance

Audit temperature, humidity, and light exposure levels to ensure ingredients remain stable and effective.

Storage Temperature (°C)

Humidity Level (%)

Storage Environment Type

- ☐ Climate Controlled
- ☐ Ambient Temperature
- ☐ Refrigerated
- ☐ Dark Storage/Vault

Observed Storage Anomalies

- ☐ Evidence of Moisture
- ☐ Temperature Fluctuations
- ☐ Direct Sunlight Exposure
- ☐ Broken Container/Leaking

Temperature Log Photo/Report

 Upload File

Corrective Action Notes

Write something...

Stock Quantity & Unit Verification

Verify the current physical count against the digital inventory records to ensure total stock accuracy.

Product SKU / Item Code

Write something...

Physical Count Quantity

Enter a number...

Expected System Quantity

Enter a number...

Discrepancy Count (Variance)

Enter a number...

Unit of Measure

- ☐ Individual Unit
- ☐ Box/Pack
- ☐ Pallet
- ☐ Case

Storage Bin/Aisle Location

 [Set My Current Location](#)

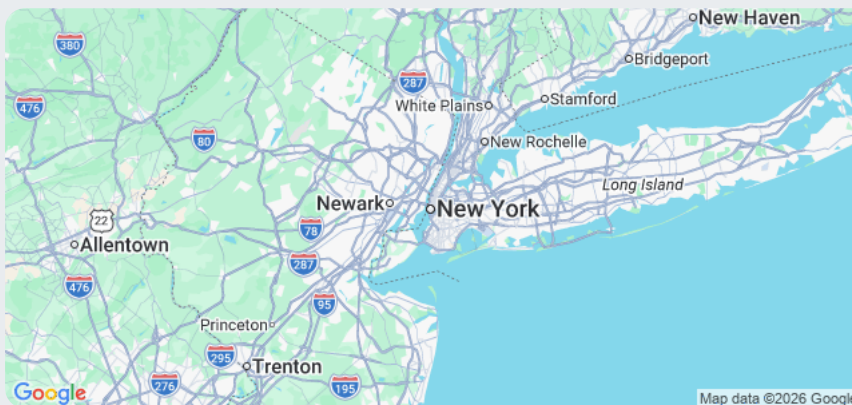


Photo of Physical Stock Count

 [Upload File](#)

Packaging & Seal Integrity Inspection

Inspect containers for leaks, cracks, broken seals, or compromised vacuum packaging that could lead to contamination.

Container Condition Status

- ☐ Intact
- ☐ Damaged
- ☐ Leaking
- ☐ Seal Compromised

Detailed Damage Description

Write something...

Photo Evidence of Damage

 Upload File

Identified Packaging Issues

- ☐ Cracked Cap
- ☐ Dented Tube
- ☐ Broken Tamper Seal
- ☐ Label Unreadable
- ☐ Pump/Dispenser Malfunction

Inspector Verification

Inventory Aging & Rotation Status

Assess items nearing expiration and implement First-In, First-Out (FIFO) movement to prevent product loss.

Inventory Rotation Method Applied

- ☐ FIFO (First-In, First-Out)
- ☐ FEFO (First-Expired, First-Out)
- ☐ LIFO (Last-In, First-Out)

Number of Units Near Expiry (Within 3 Months)

Enter a number...

Aging Observations & Stock Movement Notes

Write something...

Date of Rotation Execution

Enter date...

Identified Aging Issues

- ☐ Slow-moving stock
- ☐ Overstocking detected
- ☐ Batch nearing expiration
- ☐ Damaged packaging causing rapid aging

Damaged or Expired Product Disposition

Document all items identified for removal, including reason for disposal (e.g., expired, contaminated, or damaged).

Reason for Disposition

- ☐ Expired
- ☐ Damaged Packaging
- ☐ Contaminated
- ☐ Leaking/Spillage
- ☐ Manufacturer Recall

Quantity of Units Removed

Enter a number...

Disposal Details & Notes

Write something...

Photos of Damaged Items

 Upload File

Inventory Manager Approval

Audit Summary & Sign-off

Final verification of the audit findings, including reviewer name, timestamp, and next scheduled inspection date.

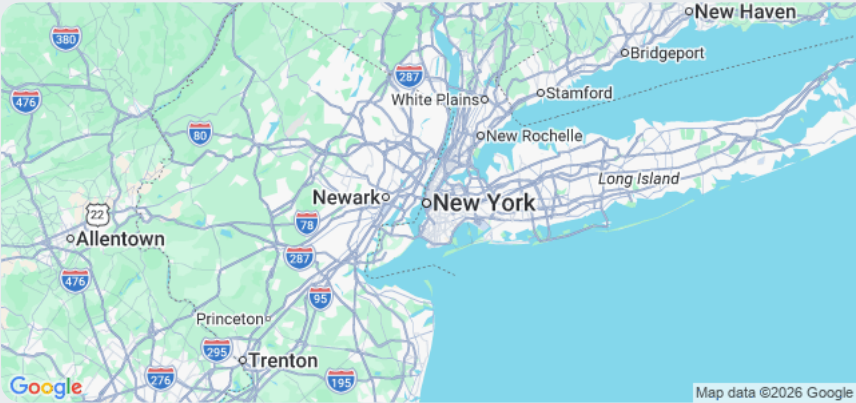
Audit Completion Date

Enter date...

Audit Completion Time

Enter time...

Warehouse or Storage Zone



 Set My Current Location

Audit Status

☐ Pass

☐ Pass with Observations

☐ Fail - Immediate Action Required

Discrepancy Notes & Corrective Actions

Write something...

Auditor Signature

< Previous

> Next

✓ Finish

🔗 Generate Sample Report