

## **NFI (Non-Food Items) storage**

- Take care when stacking NFIs; stacks are fragile.
- If packed compactly, Bales should be stacked; if packed loosely they should be stored in caged piles.
- Build your stacks in a way that facilitates the inventory process (in layers of ten, for example).
- Avoid storing NFIs on the ground – stack them on pallets or tarpaulins or using racks or shelves.
- Clearly separate areas of the warehouse which contain stock that is still to be kitted from the areas used for the storage of the kits.
- NFIs often won't have batch numbers – use the CTN number allocated by your RLU to track how long your items have been in stock.
- For goods that do not expire, ensure you use the FIFO (first in, first out) method to rotate your stock.