



## Example Procedure

# TRACEABILITY

## 1. PURPOSE

[Insert Company Name] shall maintain sufficient records for traceability in order to identify the immediate previous source of ingredients and the immediate subsequent recipient of finished product in accordance with the food safety plan.

The daily production records shall contain sufficient information that is reasonably available to link inbound deliveries with outbound shipments.

## 2. SCOPE

This procedure applies to all incoming raw materials and outgoing finished product.

This Procedure shall be used in the instance of a biosecurity emergency or crisis, such as infectious disease outbreak or where potential bio-terrorism is suspected. In such cases this procedure will be used in line with the Product Recall Procedure.

The [insert relevant positions] are directly responsible for this procedure.

## 3. TERMS & DEFINITIONS

NIL

## 4. PROCESS

### Identification

Incoming raw materials and consumables are identified by:

- Incoming Weighbridge Ticket
- Purchase Order
- Bulk Commodity Stock Count
- Bagged Warehouse Stock Count

### Finished products are identified by:

- Packaging
- Batch Number
- Bulk Stock Count
- Production Shift Report
- Bag Labelling and Date of Manufacture

### Traceability

1. Finished goods are identified with a batch number and a date of manufacture.
2. The batch number can be used to identify the packing line details and associated packing bins



3. The date of manufacture will indicate the production details which are recorded on the daily production sheet
4. The Production Sheet will provide information on batch records including source of bulk commodities, micro-ingredients and batch process parameters.
5. Bulk commodities and micro-ingredients source can be traced through the incoming goods checklist.
6. Batch process reports can be used to investigate correct recipe batching and addition, cooking parameters and process details.

**OUTCOME**

A reasonable and applicable level of traceability shall be in place so as to facilitate an effective Product Recall if required.

## 5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Incoming Goods Checklist
- In process testing records
- Finished goods testing (internal and external)
- Sales or Delivery paperwork
- Warehouse stock control records

## 6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	

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