



Traceability Plan for Collective Fare

Collective Fare Kitchen & Market located at 154 Clinton Ave,
Brooklyn New York 11205

A traceability plan for a halal certified kitchen is crucial to ensure that all food products prepared and served adhere to halal guidelines and are traceable at every stage of production. The plan should encompass key components to maintain transparency and compliance with halal standards. Here's a sample traceability plan:

Scope and Purpose:

- Defines the scope of the traceability plan, specifying the areas, processes, and products it covers.
- States the purpose of the plan, which is to maintain and verify the halal status of all food products produced in the kitchen.

Regulatory and Halal Certification Compliance:

- Ensures that all personnel in the kitchen are aware of the relevant regulatory requirements and the specific halal certification standards that the kitchen must adhere to.

Documentation and Record Keeping:

- Maintains detailed records of all incoming ingredients and supplies, specifying their source, supplier details, and halal certification status.
- Keeps records of all recipes, methods, and procedures used in food preparation.
- Record production and expiration dates for all ingredients and finished products.
- Implement a systematic filing system for these records.

Supplier Approval and Monitoring:

- Development of a list of approved suppliers who provide halal-certified ingredients.
- Regularly review and audit suppliers' certifications to ensure continued compliance with halal standards.
- Establishment of procedures for rejecting any non-halal ingredients or supplies.

Ingredient Handling and Storage:

- Segregation and clearly label halal and non-halal ingredients to prevent cross-contamination.
- Implement a FIFO (First-In, First-Out) system for ingredient usage to minimize waste and ensure that older ingredients are used first.
- Store halal ingredients separately and securely.



Production and Processing:

- Clearly defined procedures and practices for food preparation to ensure the halal status of finished products.
- Training kitchen staff on halal food handling and cooking methods.
- Monitoring of food production processes to prevent cross-contamination and unauthorized handling.

Labeling and Packaging:

- Clear labeling all finished products as "Halal" and include relevant information such as ingredients, allergen details, and expiration dates.
- Use of approved packaging materials that do not compromise the halal status of the product.

Inventory Management:

- Implementation a robust inventory management system to track the movement of ingredients and finished products.
- Regularly perform physical inventory checks to ensure alignment with digital records.

Recall Procedures:

- Development of a recall procedure in case any halal products are compromised or found to be non-compliant.
- Maintaining records of all products and batches that may need to be recalled and ensuring that they are removed from circulation promptly.

Auditing and Verification:

- Conducting regular internal audits to verify compliance with the traceability plan.
- Scheduling periodic external audits by halal certification bodies to ensure ongoing compliance.

Training and Education:

- Continuously educate kitchen staff about halal requirements and the importance of traceability.
- Providing refresher training as needed and maintaining records of staff training.

Continuous Improvement:

- Establishment of a process for reviewing the traceability plan regularly and making updates as necessary to address any deficiencies or changes in regulations.

Communication:

- Clear Communication the traceability plan and its requirements to all kitchen staff and ensure that they are aware of their roles and responsibilities.

This traceability plan is to be regularly reviewed, updated, and maintained to ensure that the halal-certified kitchen remains in compliance with halal standards and is able to trace the origin and status of all food products throughout their lifecycle.



SCOPE & PURPOSE

Scope:

The scope of this Halal traceability plan encompasses all activities related to the preparation of halal sandwiches and bowls within the 1000 square foot kitchen at Collective Fare. It includes all stages from the intake of food ingredients and supplies to the final preparation and serving of halal dishes.

Purpose:

The purpose of this Halal traceability plan is to ensure the consistent adherence to halal food preparation guidelines and standards throughout the kitchen facilities. This plan is designed to achieve the following objectives:

1. **Halal Compliance:** To guarantee that all food products prepared in the kitchen meet the strict halal dietary requirements, ensuring that they are permissible for consumption according to Islamic dietary laws.
2. **Traceability:** To establish a clear and documented process for tracing the origin and status of all ingredients and food products from the moment they enter the kitchen to the point of being served to customers.
3. **Transparency:** To provide transparency to customers, regulatory authorities, and certifying bodies regarding the sourcing, handling, and preparation of halal food products in the kitchen.
4. **Prevention of Cross-Contamination:** To implement measures that prevent cross-contamination between halal and non-halal ingredients, ensuring the integrity of halal products.
5. **Quality Assurance:** To maintain the quality and consistency of halal dishes, delivering a high standard of taste and presentation to customers.
6. **Supplier Accountability:** To hold suppliers accountable for providing halal-certified ingredients and to ensure they meet the necessary certification standards.
7. **Compliance Verification:** To allow for the regular verification of halal compliance by internal and external audits and inspections.
8. **Customer Confidence:** To instill confidence in customers, both within the community that adheres to halal dietary requirements and those seeking halal food options, that the kitchen strictly follows halal guidelines.

9. Operational Efficiency: To optimize the operational efficiency of the kitchen by implementing clear processes and record-keeping systems that enhance inventory management and product traceability.



This Halal traceability plan is designed to provide a framework for the systematic and thorough handling of halal food products within the kitchen, from intake to preparation, ensuring that the highest standards of halal compliance are maintained at all times.

CONTINUITY

Maintaining continuity within a halal product facility, such as a kitchen, can be effectively achieved by using blue lids and blue stickers on all halal-prepared foods and menu items within halal standards. Here's how this simple yet efficient system helps ensure the integrity of halal products:

Clear Visual Identification:

- The use of blue lids and blue stickers provides a quick and easily recognizable visual cue for both kitchen staff and customers. When a product is marked with blue, it immediately signifies that it is halal, making it easy to distinguish halal products from non-halal ones.

Preventing Cross-Contamination:

- Blue lids and stickers help prevent cross-contamination by clearly segregating halal items from non-halal items. This is particularly important when storing or transporting food products that are both halal and non-halal.

Kitchen Workflow Efficiency:

- Kitchen staff can work more efficiently when they can quickly identify halal products. This is especially important during the busy service hours, as it minimizes the risk of accidental mix-ups or errors.

Customer Transparency:

- When blue lids and stickers are used on menu items, it provides transparency to customers. They can easily identify which items on the menu meet halal standards, allowing them to make informed choices and providing confidence that their dietary preferences or requirements are being met.

Accuracy in Service:

- Staff handling orders and food preparation can serve customers with accuracy and confidence. By matching the visual cues (blue lids and stickers) to the customer's order, the likelihood of serving the wrong item is greatly reduced.

Traceability and Record-Keeping:



- The use of blue lids and stickers also aids in traceability and record-keeping. Kitchen staff can easily track which products are halal in real-time, making it simpler to maintain accurate records of inventory and product movement.

Compliance with Halal Standards:

- This method ensures that the kitchen maintains compliance with halal standards, as halal products are visibly distinguished from non-halal products throughout their entire lifecycle in the facility.

Incorporating blue lids and stickers into your halal traceability plan is a practical and effective approach to maintaining continuity within the halal product facility. It simplifies the processes of identification, organization, and separation of halal products, reducing the risk of errors, cross-contamination, and mislabeling while also enhancing customer trust and transparency.

PREVENTATIVE MEASURES

Preventative measures against mislabeling or mix-up of halal products are crucial in maintaining the integrity of halal food within the facility. Here's how you can effectively prevent mislabeling and mix-up:

Standardized Labeling Practices:

- Implement standardized labeling practices for all halal products, including clear and consistent font styles and sizes, as well as a designated location on the packaging for halal labels. This minimizes the chances of errors in labeling.

Staff Training and Awareness:

- Train all kitchen staff in the importance of accurate labeling and the consequences of mislabeling or mixing up halal and non-halal items. Staff should be aware of the significance of adhering to halal standards.

Dedicated Labeling Personnel:

- Assign specific individuals responsible for labeling and double-checking the accuracy of labels before they are affixed to products. This additional layer of review reduces the risk of mislabeling.

Color-Coding and Visual Cues:

- The use of color-coding or visual cues such as blue lids and stickers on all halal products to make them easily distinguishable. These cues provide a quick reference point for both staff and customers.

Checklists and Quality Control Measures:

- Implement checklists and quality control measures to ensure that all labeling is accurate and consistent. These checklists should be used during the packaging process to verify that the correct labels are applied.

Barcode Scanning and Digital Systems:



- Utilize barcode scanning or digital inventory management systems that can cross-check labels with product information in real-time. This technology helps ensure that the right labels are matched with the right products.

Separate Workstations:

- Create separate workstations or areas for the preparation, packaging, and labeling of halal products. This reduces the likelihood of mixing halal and non-halal items during the labeling process.

Documentation and Records:

- Maintain meticulous records of the labeling process, including the name of the staff member responsible for labeling, the date and time of labeling, and the specific product information. This documentation can help trace errors back to their source and implement corrective actions.

Double-Check System:

- Implement a double-check system where a second person reviews the labeling of products before they are sent for storage or service. This extra step helps catch and rectify any mislabeling issues.

Random Audits and Inspections:

- Conduct random audits and inspections of labeled products to ensure their accuracy and adherence to halal standards. This not only deters mislabeling but also acts as a quality control measure.

Transparent Communication:

- Encourage open and transparent communication among kitchen staff. Staff members should feel comfortable reporting any concerns or potential mislabeling issues promptly.

By implementing these preventative measures, your facility can significantly reduce the risk of mislabeling and mix-up of halal products, ensuring that the integrity of halal food is maintained throughout the facility. These measures contribute to transparency, consistency, and customer confidence in the kitchen's adherence to halal standards.

PRODUCT DOCUMENTATION

Logging and documenting incoming and outgoing food is a critical aspect of a traceability plan, as it provides a systematic way to track and verify the movement and status of food products within a facility. Here's a description of what these logs should include:

Incoming Food Logs:

1. **Product Identifiers:** For each incoming food product, record the product name, description, or code that uniquely identifies it. This could include the product's name, SKU, or a barcode.



2. **Supplier/Raw Material Manufacturer:** Document the name and contact information of the supplier or raw material manufacturer who provided the food product. This information is crucial for traceability and quality control.
3. **Date Received:** Record the date when the food product was received by the facility. This date is important for tracking the age and freshness of the product.
4. **Unit Amount:** Specify the quantity or unit amount of the product received. This could be in weight (e.g., pounds or kilograms) or in quantity (e.g., number of items).
5. **Production Date:** Include the production date of the food product if available. This information is useful for assessing the product's shelf life and freshness.
6. **Lot Number:** Note the lot number or batch code associated with the product. Lot numbers are essential for tracking products in case of recalls or quality issues.

Outgoing Food Logs:

1. **Product Identifiers:** Similar to incoming logs, document the product name, description, or code to identify the outgoing food product.
2. **Supplier/Raw Material Manufacturer:** Include the supplier or raw material manufacturer information, especially if it's relevant for customers or regulatory compliance.
3. **Date Sent:** Record the date when the food product was sent out or served to customers. This helps in managing the product's expiration or serving timeline.
4. **Unit Amount:** Specify the quantity or portion of the product sent out. This can be useful for inventory management and portion control.
5. **Production Date:** If relevant, include the production date of the food product on the outgoing log. This information is particularly important when serving items with a short shelf life.
6. **Lot Number:** Include the lot number or batch code on the outgoing logs to maintain consistency and traceability.

These detailed logs ensure that you can easily trace the movement of food products from their source to their final destination. In case of any issues, such as product recalls or quality concerns, having accurate records of product identifiers, suppliers, dates, quantities, and lot numbers is essential for quick and efficient action. Additionally, these logs aid in inventory management and quality control, contributing to the overall safety and transparency of food handling within the facility.

