Traceability / Product Log

Date:			Department:	Halal Meat
Frequency	Record all (ambient, chilled & frozen) meat items received into the facility.			
Target Procedure	All pre-packaged raw products must be checked to ensure the use by or best before dates are not expired upon receipt. All meat products must be recorded with lot numbers and BB/expiration dates. All labels must be checked to ensure traceability and continuity is maintained. Halal products must not be mixed with non-halal products and must be segregate for storage and processing. See full recall procedure for detailed information.			
Corrective Actions	Any products found outside their expiry date must not be used. At all times the ETD and consumption of the service must be considered when assessing a product that is at the end of its Use by or Best Before.			

Product Name	Quantity	Lot or Batch Number	Use By / Best Before	Date Received	Supplier Name

Supervisor Check:_____Date:_____