 Shatila Food Products 8505 W. Warren Ave. Dearborn, MI 48126	Traceability Procedure	
	Document #: 7.1A	Effective Date: 01/03/22
	Prepared By: Chelsie Romberger	Supersedes: N/A
	Approved By: Nada Shatila	Revision #: Original

Introduction

The *Traceability Procedure (7.1A)* performed at Shatila Food Products ensures that ingredients, materials, and finished Mediterranean pastries and dessert products can be traced in an effective manner. This procedure is intended to comply with the requirements of section 2.6.3 of the SQF Food Safety Code for Manufacturing (Edition 9) and is to be used in conjunction with the Shatila Food Products *Recall Plan (7.1)*.

Scope

This procedure applies to all ingredients, materials, and finished products produced at the Shatila Food Products facilities, and the associated traceability documentation.

Responsibilities

All personnel involved in the receiving, batching, packaging, and shipping processes performed at Shatila Food Products are responsible for recording the traceability information (i.e. lot number, quantity received/utilized, expiry date) associated with the materials at key process steps. Receiving personnel are responsible for recording traceability information upon receipt of incoming ingredients and materials. Production personnel are responsible for recording traceability information during the batching of ingredients and associating each batch with a finished product lot code. Shipping personnel are responsible for recording traceability information for outgoing finished products.

The SQF Practitioner is responsible for maintaining positive and traceable identification of all ingredients, materials, and finished products, and for undertaking fully documented traceability exercises at a minimum frequency of twice annually in accordance with the requirements of the *Recall Plan (7.1)*.


Validation

The validation requirements for *Traceability Procedure (7.1A)* is that all ingredients, materials, and finished products are able to be effectively traced through all steps of the Shatila Food Products process, to include one-step-forward and one-step-backward traceability.

Verification

Verification that the *Traceability Procedure (7.1A)* is operating as intended is performed through:

1. Bi-annual performance and complete documentation of traceability exercises demonstrating the ability to account for 100% of the finished products, ingredients, and materials (including shrinkage and waste).
2. Documented review of *Receiving-Shipping Log and Inspection Report (12.2)*, batching records, or other incoming and outgoing material records.
3. Documented Management Review for meetings addressing mock recall and traceability activities.
4. Review of training records and internal communications addressing mock recall and traceability activities.
5. Internal Audit review of the *Traceability Procedure (7.1A)* and traceability exercises performed (at least annually).

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Standard Operating Procedure

1. A system for identification and traceability of Mediterranean pastries and dessert products production batches is maintained which, in the event of quality or food safety incidents will enable tracking of raw material lots through to distributed lots of finished product using a lot number, expiry date, or other label identification.
2. Traceability records by lot number, expiry date, and label information are maintained and retained for all finished product batches. This allows the site to trace ingredients and materials from the point of receipt to distribution of finished products to the customer for every outgoing shipment.
 - a. Records of usage are maintained for ingredients, raw materials, rework materials, and packaging materials and are connected through appropriate documentation to finished product volumes or quantities.
 - b. Where rework or any rework activity is performed, traceability of the reworked material shall be maintained by completing traceability records connected to the finished product to ensure that product safety or legality is not compromised (e.g. allergen or ingredient declarations).
3. At the point of receipt, traceability information (i.e. lot numbers, quantity received, expiry dates, date received) for all incoming ingredients and materials shall be documented on the *Receiving-Shipping Log and Inspection Report* (12.2).
4. At the time of processing, traceability information (i.e. material name/item number, quantity used, lot number, rework material used) shall be recorded on the product batching record for all ingredients and materials used in the production of finished products.
 - a. The lot number and/or expiry date of the finished products produced from the batch shall be documented on the product batching record. Where appropriate, a finished product label may be included with the batching record.
5. Each individual package of finished products shall be identified with a lot code and/or expiry date, and the coding information must be traceable to the specific lot of finished products (i.e. production date, packaging date).
6. At the point of finished product shipment, traceability information (i.e. lot numbers, quantity shipped, expiry dates, date shipped) for all outgoing finished products shall be documented on the *Receiving-Shipping Log and Inspection Report* (12.2).
7. The traceability documentation will provide details on all aspects of the process and product flow, from ingredient and material receiving through to finished product packaging. The traceability process entails tracing a product backwards from a finished package to its raw materials, ensuring that all associated chemical and physical tests, cleaning of equipment and product-contact surfaces, and all relevant operational paperwork has been completed and is within specification.
8. All traceability records shall be retained in accordance with *Document Control and Record Retention Program* (2.1).