

## **2.6.2 Product Trace**

### **1. PURPOSE**

To document the procedure of providing a system and instructions for product Trace.

### **2. SCOPE**

This procedure applies to all process steps where controls are exerted including raw material intake, ingredients and packaging, work-in-progress, final product and dispatched shipment to customer.

### **3. RESPONSIBILITIES**

3.1 The SQF Practitioner is responsible for undertaking fully documented traceability exercises on a regular basis and as a minimum twice a year to verify there is complete traceability from raw material supplier to finished product delivery to customer.

3.2 The Plant manager is responsible for maintaining positive and traceable identification of all products.

3.3 The Receiver is responsible for recording all incoming raw ingredients and primary packaging.

### **4. PROCEDURE**

4.1. A system for identification and traceability of product batches is maintained which, in the event of quality or food safety incidents will enable tracking of raw material batches through to distributed batches of finished product using label detail and expiry code.

4.2. Traceability records by label and expiry date are maintained and retained for all product batches. This allows us to trace materials from goods receipt to customer for every delivery. Records are maintained of raw materials and packaging usage

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and finished product volumes. Reworked material will also remain identifiable and traceable. Where rework or any reworking operation is performed, traceability shall be maintained by completing traceability records to the finished product to ensure that product safety or legality is not compromised e.g. allergy status, identity preservation and ingredient declarations.

- 4.3. The traceability will provide details on all parts of the product from raw material intake through to packaging. The traceability entails racing a product backwards from finished package to its raw materials, ensuring that all associated chemical and physical tests, cleaning of equipment and all relevant paperwork has been completed and is within specification.
- 4.4. At intake, the lot numbers of all incoming raw ingredients and primary packaging are recorded onto a Receiving Log completed by the Receiver.
- 4.5. At the time of production, lot numbers of all ingredients used are recorded for all materials used on the appropriate mixing report or monitor report.
- 4.6. Finished product shall have the code date stamped onto each individual consumer unit/package. In addition, there shall be a label on every case.
  - 4.6.1. The code date represents the following information: the expiration date, date of manufacture.

**RB21147←** Code Date as it appears on packaging (Equipment -Year, Julian Date)

**RB21147** = Lot number / Manufacture Date

**05272023** = Expiration Date