

Halal Traceability

Purpose: Outline our procedure for tracing and identifying raw materials, Halal, non-Halal, and animal derived products through all stages of receiving, storage, production, packing, and shipping material to the customer.

Materials:

1. Raw Materials
2. Axitech Finished Goods – Halal Certified
3. Axitech Finished Goods – non-Halal Certified
4. Axitech Finished Goods – animal derived materials, made by a third-party partner

Procedure:

Raw Materials

1. Place in-coming raw material containers in Quarantine. Quarantined materials must not be placed into inventory except as outlined in this procedure. Take note of and photograph damaged containers or products and inform Laboratory/Management personnel of the information.
2. Upon approval by Quality, the raw materials can then be placed into our warehouse inventory.
3. All raw materials will have a designation location (rack, level, etc) in the warehouse.
 - a. Existing Raws: place new containers of existing raw materials into the same warehouse location as all other inventory quantities of this same material.
 - b. New Raws: prior to moving from quarantine into a warehouse location a new location will be designated for this new raw material by the Operations department. Once this new location has been established, then this raw material can be stored in its proper location.
4. Quality or Operations will update our Inventory database on our computer network with the relevant information (material name, supplier, lot #, quantity, etc)

Axitech Finished Goods – Halal & non-Halal Certified

5. Ensure the containers are completely sealed, after filling, and are clean so that the contents will not be contaminated with material from the outside of the container. Wipe exposed surfaces with 70% IPA to clean and disinfect.
6. Finished materials must be moved to a staging area and remain there until released by Quality laboratory personnel.
7. Once finished goods are approved for release by Quality, containers can be prepped for shipping in the staging area and/or excess material placed into our finished goods inventory.
8. Quality or Operations will update our Production database on our computer network with the relevant information (material name, customer, lot #, quantity, etc)

Axitech Finished Goods – animal derived materials, made by third party partners

1. Place the in-coming containers in Quarantine, these containers are not to be opened, and provide Quality with the appropriate paperwork received from the manufacturing partner (Certificate of Analysis, SDS, etc). Take note of and photograph any damaged containers or products and inform Quality/Management personnel of the information.
2. Quality will review the supplied paperwork to confirm specification conformance.
 - a. If no paperwork is provided, then Quality will contact the manufacturer and obtain the appropriate production Certificate of Analysis.
3. Once specification conformance has been confirmed, then materials can then be placed into the finished goods inventory.
4. All animal derived materials, received in from third party partners, can only be placed into the “Animal Derived” location of the storage facility. This location is to be clearly marked as such at all times, and the finished products in this location are to be separated from all other finished productions and raw materials to prevent any possible cross contamination.
5. Quality or Operations will update our Production database on our computer network with the relevant information (material name, customer, lot #, quantity, etc)