

BODYBIO

SOP# 02-021.0	Standard Operating Procedure	Written/Revised by/Date: Amy D 12/17/24
Effective Date:	Halal Traceability Plan	Approved by/Date: ofesw 12/19/24
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1.0 Purpose

- 1.1 To ensure the halal status of products is consistently maintained, effectively traced, and not compromised at any stage of the production process.

2.0 Scope

- 2.1 This plan applies to all stages of the production process, including the procurement of raw materials, storage, processing, and distribution at all BodyBio facilities.

3.0 Responsibility

- 3.1 It is the responsibility of the Production Manager and the Sr. VP of Operations to ensure that the halal raw materials and finished products are segregated per this procedure to avoid any contamination from the non-halal products.
- 3.2 It is the responsibility of the Quality unit to ensure that this procedure is implemented and followed at all BodyBio sites.
- 3.3 BodyBio Management is responsible for proper implementation, routine checks, and staff training to ensure the successful application of this procedure.

4.0 References

- 4.1 21 CFR 111: Current Good Manufacturing Practice in Manufacturing, Packaging, Labeling, or Holding Operations for Dietary Supplements.

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5.0 Continuity Maintenance within the Halal Product Facility

- 5.1 **Demarcation Markers:** Distinct markers are placed to separate halal products from non-halal areas.
- 5.2 **Colors:** Specific color-coded utensils are used exclusively for halal and non-halal products. For example, green is reserved for non-halal products.
- 5.3 **Signage:** Clear signage indicating "Halal Only" for production area while production of Halal product is on going.
- 5.4 **Designated Locations:** Separate storage areas are dedicated for non-halal raw materials and in-process bulk material. An area where non-halal items are placed for segregation will be marked as "non-halal."
- 5.5 **Computer Systems:** BodyBio uses Sage Software to track the flow of halal products from the moment of receiving until distribution.

6.0 Preventative Measures Against Mislabeling and Mix-up

- 6.1 **Product Labeling:** All halal products stored at the BodyBio warehouse will have a distinct case label indicating their halal status.
- 6.2 **Cleaning and Sanitization:** All production equipments and utensils must be cleaned before starting any halal product manufacturing to avoid any previous product contamination. After cleaning of all production equipments and utensils, Quality must perform ATP swab testing to ensure no carry over from previous product as contamination.

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Production/Sanitation department must sanitize all cleaned equipment within 24 hours of use.

6.3 **Employee Training:** Regular training sessions (annually) on halal procedures and the importance of maintaining halal integrity are provided.

6.4 **Regular Audits:** Periodic internal audits (annually) are conducted to ensure adherence to halal traceability procedures.

6.5 **Quality Checks:** Before products are distributed, a final quality check is done to ensure proper labeling and to prevent mix-up.

7.0 Logging and Documenting Incoming and Outgoing Halal Products (HPs)

7.1 Incoming HPs Log:

7.1.1 **Product Identifier:** Unique code or name of the product.

7.1.2 **Supplier/Raw Material Manufacturer:** Name of the supplier.

7.1.3 **Date Received:** The date when the product arrived.

7.1.4 **Unit Amount:** Quantity of the product received.

7.1.5 **Lot Number:** Batch number or other identifiers.

7.2 Outgoing HPs Lot:

7.2.1 **Product Identifier:** Unique code or name of the product.

7.2.2 **Date Served/Dispatched:** The date when the product was served or dispatched.

7.2.3 **Unit Amount:** Quantity of the product served or dispatched.

7.2.4 **Lot Number:** Batch number or other identifiers from the Incoming HPs Log.

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8.0 Review and Updates

8.1 This SOP will be reviewed annually to ensure its effectiveness and to incorporate any new regulatory or best practice guidelines. Any changes or updates will be promptly communicated to all staff members.

Revision History

Date	Change Control #	Revision	Comments
	2804	0	New SOP