

Food Safety and Quality Management System
SQF Module 2: Systems Elements – 2.6 PRODUCT IDENTIFICATION, TRACE, WITHDRAWAL AND RECALL

SECTION: 2.6.2	PRODUCT TRACE	ISSUE DATE: 7/1/24
AUTHORIZED FOR USE AT RC:	1422 CENTER ROAD NEWVILLE, PA 17241	SUPERSEDES: 01
ISSUED BY:	SUSAN TANDLE	REVIEWED BY: J Thompson
PROCEDURE NO.	RC-PITWR-01	REVISION NO. 02

2.6.2.1 Product Trace:

Traceability Guidelines:

Objective: The objective is 100% recovery with product trace completed in less than 4 hours.

(A) Finished Product Traceability:

1. Contact the personnel trained to conduct tracking of a finished product.
2. Identify the product category, product code(s), and production date. One category of product may be packed into more than one product code.
3. Determine from the Production and Inventory Control Records the quantity of product packed and transferred to warehouse.
4. Using the Production and Inventory Control Records located on the shared drive and the bills of lading binder locate product shipped to customer, sold to third party distributors, sold as manual sale from the warehouse, sold to employees, and remaining product available in the warehouse inventory.
5. Determine from sample requisition any product used as samples.
6. Compute the recovery percentage

(B) Ingredient/Raw Material/Packaging Traceability:

1. Contact the personnel needed to conduct tracking of an ingredient.
2. Identify the item, lot number #, lot code /production code/ best before date/ receiving date, manufacturer name, receipt date, and quantity received from the Vendor Folder or Milk Receiving Binder.
3. Based on the lot number/ receiving date, determine from the Production and Inventory Control records the period of use for the ingredient and the quantity used.
4. Determine the quantity still available in the warehouse.
5. Compute the recovery percentage.

Records:

Records are maintained for 2 years.

Reference:

- Crisis event check sheet
- Recall program forms spreadsheet
- Production and Inventory Control Records
- Bill of Lading
- Inventory reports