

Orange Muslin LLC

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Traceability Procedure | Document Number: 3.3.3.5 | Date: 21 Nov 2024 | Document Reviser: Kanu Priya | **CONFIDENTIAL**

1. Purpose

To establish a systematic approach to trace the movement of products throughout the supply chain, ensuring compliance with regulatory requirements and enhancing product safety and quality.

2. Scope

This procedure applies to all products produced, processed, and distributed by Orange Muslin LLC, focusing on ghee.

3. Definitions

- **Traceability:** The ability to track the history, application, or location of an entity by means of recorded identification.
- **Batch Number:** A unique identifier assigned to a specific quantity of product produced under the same conditions.

4. Responsibilities

- **Quality Assurance Team:** Responsible for maintaining traceability records and ensuring compliance with the procedure.
- **Production Team:** Responsible for accurately recording production and processing details.
- **Distribution Team:** Responsible for maintaining records during the shipping and delivery process.

5. Procedure

- **Product Identification:** Assign a unique batch number to each production batch. Label products with relevant information, including product name, batch number, production date, and expiration date.
- **Documentation:** Maintain records of raw materials used, including supplier information, batch numbers, and delivery dates. Document the production process, including dates, times, and personnel involved. Record any quality control tests performed and their results.
- **Storage and Distribution:** Keep records of storage locations and conditions (temperature, humidity, etc.) for each batch. Document all distribution activities, including the name of the recipient, delivery date, and batch numbers shipped.
- **Record Keeping:** Store all traceability records in a secure, organized manner for a minimum of 3 years or as required by regulations. Ensure that records are easily retrievable for audits and inspections.
- **Review and Update:** Regularly review and update traceability procedures to ensure compliance with industry standards and regulations. Conduct training for staff on traceability procedures and the importance of accurate record-keeping.

Sample Traceability Record Template / Plantilla de Registro de Trazabilidad

Batch Number / Número de lote	
Production Date / Fecha de producción	
Expiration Date / Fecha de expiración	
Raw Material Supplier / Proveedor de Materia Prima	
Raw Material Batch No.	
Production Personnel / Personal de producción	
Processing Conditions / Condiciones de procesamiento	
Quality Control Tests / Pruebas de control de calidad	
Customer name and location / Nombre y ubicación del cliente	
Packing slip and invoice number / Albarán y número de factura	
Comments / Comentarios	
Updated by / Actualizado por	