

Kraft Chemical Company QMS Instruction

D.W.I. 8.5.2 – Identification & Traceability

Purpose

- 1.0 To define the responsibilities and instructions for the identification and traceability of product, as appropriate where traceability is a requirement.

Responsibility

- 2.0 It is the responsibility of the Warehouse department to control identification and traceability of product by suitability means throughout its handling and storage processes to assure that deliverable product meets its customer and regulatory requirements

Product Identification, Traceability, and Recall Planning

- 3.0 Kraft maintains recall plan procedures specific to its products and its material inventory tracking system to record and trace products and its lot numbers from receipt through storage and shipment. These recall plan procedures are reassessed for effectiveness by management at the completion of each traceability (Mock Recall) exercise with any necessary changes and improvements made by management.
- 3.1 The recall planning includes performance expectations for each traceability exercise that indicate the percentage of product that the facility must account for (considering waste factors). The total quantity of product subject to the exercise versus product shipped, product on hand, and product otherwise documented (damage, lost, samples, etc.)
 - The expected minimum accountability level is 99.5%
- 3.2 The recall planning includes a maximum period for performing each traceability exercise.
 - The maximum allotted time to complete is 4 hours.
- 3.3 Failure to meet these requirements necessitates a repeat traceability exercise until the criteria is met.
- 3.4 The Regulatory Manager coordinates the recall team with the team members from the Customer Service, Purchasing, Warehousing and Accounting department with product knowledge and responsibilities who would be involved in an actual recall. Other back-up personnel are involved as necessary.
- 3.5 Results of each traceability exercise are documented on a Recall Summary Record with detailed back-up attached.
- 3.6 Traceability exercises must be carried out at least twice annually.

Change History

09/02/04	Release	Initial release for quality management system implementation
12/04/04	Rev. 1.0	Revised for changes identified by the external pre-assessment
09/09/05	Rev. 2.0	Revised for changes identified by internal and external audits
10/19/09	Rev. 3.0	Revised for changes identified by internal and external audits
12/20/16	Rev. 4.0	Revised for changes identified by the ISO 9001:2015 standard

Date: December 20th 2016

Approved by: Kevin Gruber

Signed:



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QMS D.W.I. 8.5.2 Rev. 4.0