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 East Elmhurst, NY  
 11369

**Good Eats Halal Traceability Plan**

- 1) **Introduction:** This Plan is out tracking plan to ensure the halal status is never broken from vendor to consumer, from the products to the preparation.
- 2) **Objective:** Our goal is to maintain the halal integrity of our products, and to trace the journey to ensure there are no compromises along the way.
- 3) **Scope:** This plan encompasses all phases of our production process, encompassing the procurement of raw materials, storage, processing, and service.
- 4) **Halal Product Facility Continuity Maintenance:**
  - a) **Demarcation Markers:** We utilized marker to separate halal from non halal products. Through labeling and even separated refrigeration and tools for these products.
  - b) **Utensils labeling:** We label each item for the halal product with a distinct “HALAL
  - c) **Signage:** We prominently display "Halal Only Zone" signs at all halal storage and production areas.
  - d) **Tracking:** We utilized delivery sheets and deliverable through signed off invoices from vendors to Good Eats, and from Good Eats to consumers. These delivery sheets are then stored with our internal files.
- 5) **Preventative Measures Against Mislabeling and Mix-up:**
  - a) **Product Labeling:** All halal products are distinctly labeled to signify their halal status.
  - b) **Employee Training:** We conduct regular training sessions to educate our staff on halal procedures and the significance of maintaining halal integrity.
  - c) **Regular Audits:** Periodic internal audits are performed to ensure strict adherence to halal traceability procedures. We plan to bring in third party companies to check and test out staff and kitchen to make sure we are all in compliance and maintain halal integrity.
  - d) **Quality Checks:** Prior to dispatch or service, a final quality check is carried out to verify proper labeling and prevent any mix-up. We have a designated kitchen member who goes through al orders to make sure labels are properly displayed and correct.
- 6) **Logging & Documenting Incoming and Outgoing Halal Products (HPs):**
  - a) **Incoming HPs Log:** Please see an example of the sheet we use for incoming deliveries.

Product Identifier	Supplier/ Raw Material	Date Received	Unit Amount	Production Date	Lot Number
H1	Beef Meatballs	11/10/23	20 LBS	11/01/23	00-112

- a) **Outgoing HPs Log:** Please see an example of the sheet we use for Outgoing deliveries.

Product Identifier	Date Served/ Dispatched	Unit Amount	Production Date	Production Date	Lot Number
H1	11/12/23	25 Plates	11/11/23	11/01/23	00-112

- 7) Review and Updates: This Standard Operating Procedure (SOP) will undergo a Bi-annual review to assess its effectiveness and to integrate any new regulatory or best practice guidelines. Any modifications or updates will be promptly communicated to all team members.**
- 8) Approval: This SOP has received official approval from [Dylan Curran, Director of Operations, Good Eats HED] on [11/1/23].**