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|  | Facility Traceability Plan | 01 |
| | | Revision: 01 |
| | | Effective Date:10/17/23 |

Halal Traceability Plan (HTP): *Standard Operating Procedure (SOP)*

1. Introduction:

This document details the traceability plan for Chefscape Kitchen . The plan ensures that the halal integrity of products is maintained, and the supply chain of information follows the integrity from the sourcing of ingredients to the serving of dishes. for better and safer to the consumer.

2. Objective:

To ensure the halal status of products is consistently maintained, Separate for non Halal Product receiving through the day, effectively tracked , and not compromised at any stage of the Process. for consumer satisfaction

3. Scope:

This plan applies to all stages of the production process, including the receiving of raw materials, storage, processing, packing and serving, Transportation to consumers.

4. Continuity Maintenance within the Halal Product Facility:

- 4.1. **Demarcation Markers:** Distinct markers are placed to separate halal products from non-halal areas.
- 4.2. **Colors:** Green color-coded utensils and equipment are used exclusively for halal products.
- 4.3. **Signage:** Clear sign "Halal Only Zone" is placed at all halal storage, refrigerator and production areas.
- 4.4. **Designated Locations:** Freezer 4 Halal Only Zone. Freezer 2,3, Refrigerator 1 produce
- 4.5. **Computer Systems:** We use Google Sheets , Microsoft Office to track the flow of halal products from the moment of receiving until serving.

5. Preventative Measures Against Mislabeling and Mix-up:

5.1. **Product Labeling:** All Non halal products will have a distinct label indicating they are Need to be separate from halal products.

- **Name and Description of non halal product: Storage in Halal Only Zone**

5.2. **Employee Training:** Monthly training sessions on halal procedures and the importance of maintaining halal integrity are provided.

5.3. **Quality Checks:** Before products are dispatched or served, a final quality check is done to ensure proper labeling and to prevent mix-up. by a HED.


6. Logging & Documenting Incoming and Outgoing Halal Products (HPs):

6.1. Incoming HPs Log:

- **Product Identifier:** Unique code or name of the product.
- **Supplier/Raw Material Manufacturer:** Name and address of the supplier.
- **Date Received:** The date when the product arrived.
- **Unit Amount:** Quantity of the product received.
- **Production Date:** Date when the product was manufactured.

6.2. Outgoing HPs Log:

- **Product Identifier:** Unique code or name of the product.
- **Date Served/Dispatched:** The date when the product was served or dispatched.
- **Unit Amount:** Quantity of the product served or dispatched.
- **Production Date:** Date when the product was prepared in our facility.

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7. Review and Updates:

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.

8. Approval:

This SOP has been approved by Angel Sanchez 10 / 18 / 23. This template can be adjusted based on the specific needs and intricacies of the catering kitchen in question. Proper implementation, routine checks, and staff training will be essential to ensure the successful application of this SOP.