

MARCEL'S PORTION PAK, INC.	Facility Traceability Plan	(Document Identification Number) HTP202406
		Revision: 01
		Effective Date: 06/25/2024

HALAL TRACEABILITY PLAN (HTP): STANDARD OPERATING PROCEDURE (SOP)

1. Introduction:

This document details the traceability plan for MARCEL'S PORTION PAK, INC. The plan ensures the halal integrity of products, from sourcing ingredients to selling them to customers (B2B).

2. Objective:

To ensure the halal status of products is consistently maintained, effectively traced, and not compromised at any stage of the production process.

3. Scope:

This plan applies to all stages of the production process, including the procurement of raw materials, storage, processing, and serving.

4. Continuity Maintenance within the Halal Product Facility:

4.1. Demarcation Markers: Distinct markers separate halal products from non-halal areas.

4.2. Colors: Specific color-coded utensils and equipment are used exclusively for halal products. For example, green might be reserved for halal only.

4.3. Signage: Clear signage indicating "Halal Only" or similar is placed at all halal storage and production areas.

4.4. Designated Locations: Separate storage areas are dedicated to halal raw materials and finished products. An area where known Halal contaminants are placed for segregation is marked "Halal Contaminants" or similar.

4.5. Computer Systems: We use QuickBooks to track the flow of halal products from receipt until serving.

5. Preventative Measures Against Mislabelling and Mix-up:

5.1. Product Labelling: All halal products will have a distinct label indicating their halal status.

5.2. Employee Training: Regular training sessions on halal procedures and maintaining halal integrity shall be provided.

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5.3. **Regular Audits:** Periodic internal audits ensure adherence to halal traceability procedures.

5.4. **Quality Checks:** A final quality check ensures proper labeling and prevents mix-ups before products are dispatched or served.

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

6.1. Incoming HPs Log:

- **Product Identifier:** Unique code or name of the product.
- **Unit/Quantity:** Quantity of the product received.
- **Supplier/Raw Material Manufacturer:** Name of the supplier with Invoice/BL number.
- **Production Date:** Date when the product was manufactured.
- **Lot Number:** Batch number or other identifiers.
- **Inspection Legend:**
- **Establishment No.:**
- **Temperature/condition of the product:** Record the temperature of the fresh product or mention it as Frozen.
- **Date Received:** The date when the product arrived.
- **Time:** Record the receiving time.
- **Inspection Initial:** Signed by the concerned personnel.

6.2. Outgoing HPs Log:

- **Product Identifier:** Unique code or name of the product.
- **Date Served/Dispatched:** The date when the product was dispatched.
- **Unit Amount:** Quantity of the product dispatched.
- **Production Date:** Date when the product was prepared in our facility.
- **Lot Number:** Batch number or other identifiers from the Incoming HPs Log.

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 SAYED KAMAL, PRESIDENT, on 6/25/2024. This template can be adjusted based on the specific needs and intricacies of MARCEL'S PORTION PAK, INC. Proper implementation, routine checks, and staff training will be essential to ensure the successful application of this SOP.