



# Traceability Plan

## 1.0 PURPOSE

To delineate the responsibilities and methods used to trace products.

## 2.0 RESPONSIBILITY

The Quality Manager is responsible for the maintenance, communication, and implementation of the traceability plan. Recording traceability lot codes is the responsibility of production staff and team leads. Verifying production records is the responsibility of the Document Coordinator.

## 3.0 PROCEDURES

Traceability of ingredients, as well as finished product, is an important part of the Food Safety Plan at Old Chatham Creamery. Therefore, records of raw and packaging material receipt and use, and finished product dispatch shall be maintained. Outlined in this document are the steps we take to ensure we know the background and safety of all ingredients that go into Old Chatham Creamery products, as well as where finished products are distributed. This procedure is critical in the event of a recall.

### 2.1 Ingredient Traceability

Ingredients used in Old Chatham Creamery are catalogued in the 'Approved Supplier Registry' (*MS-REG-2.3.4.1*). The Approved Supplier Registry outlines the companies we purchase ingredients/packaging from, identifies what we buy from each company, and what documentation they provide to ensure safety and traceability of their products. The Receiving/Shipping Manager is responsible for inspecting all incoming trucks and the received products and to confirm that they are in accordance with company standards.

A Receiving Log is used to keep track of all ingredients and packaging that arrive at the Old Chatham Creamery. Receiving/Shipping Manager should utilize the FIFO (First In -First Out) system of ingredient rotation for storage and usage of



ingredients. The following details will be recorded: date received, company, lot number, quantity.

Each batch of product produced at Old Chatham Creamery has a make sheet. On the make sheet, ingredient and packaging lot numbers are recorded (including vac-pack, cheese paper, yogurt cups, or any other contact packaging used).

## **2.2 Finished Product Traceability**

There is a system in place at the Old Chatham Creamery to track each batch of dairy product that is sold. When an order is placed by our retail customers, we print off that order form. It is sent to the Shipping Department, and when that order is filled, the lot number (best by /production date) and quantity of product sold is written on the order form. These order forms are entered daily into a spreadsheet on QuickBooks. This allows us to easily refer to the spreadsheet for an overview of all products sold from our coolers.

When the finished product is transferred from the production floor to the wrapping team, one member of the team is responsible for noting the batch code, production date, and type of cheese received. During wrapping, all materials and lot numbers are recorded to ensure traceability. Each kind of cheese has a designated form for this kind of information. When cheese is transferred to the finished product cooler, another form is completed with the number of wheels and batch codes.

## **2.3 Verification & Validation**

Records shall be reviewed weekly, and inventory will be updated accordingly. The effectiveness of the product trace system shall be reviewed at least annually as part of the product recall and withdrawal review

## **4.0 RELATED DOCUMENTS**

- FSS-SOP-2.6.2.1.2 Receiving and Shipping
- MS-MAN-2.6.3.1 Product Recall Plan
- MS-REC-2.6.3.2 Recall Form