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TRACEABILITY

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CONTROL OF MODIFICATIONS		
Edition	Date	Modification
0	02/07/2019	New document
1	02/28/2019	Typographical errors corrected
2	11/22/2019	Typographical errors corrected
3	07/29/2020	New manufacturing information added to the traceability system/labels: manufacturing day and time.
4	04/15/2021	Quality organizational chart updated and Annual reassessment



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1. PURPOSE

The purpose of this procedure is to describe the Nounós Creamery traceability system.

2. SCOPE

This procedure applies to all process steps from raw materials, intermediate and finished product, from supplied material, through all stages of operations, dispatch and distribution to the customer.

3. RESPONSIBILITY

The Plant Manager is responsible for making certain that the traceability process is functioning on a day-to-day basis.

The Quality Assurance Manager is responsible for testing the traceability system through the mock recall exercise annually.

4. DESCRIPTION


The product traceability system of Nounós Creamery allows for complete and up-to date logs on all batches of products from the starting materials to the complete final product.

Identification and status of products manufactured by Nounós Creamery is provided by a unique and controlled numbering system. All finished goods manufactured require a number code that identifies the batch number.

4.1. PROCEDURE

The following procedure is followed to label every lot of yogurt that is manufactured in Nounós Creamery:

- Each pasteurized batch of milk is assigned with a unique number and is maintained all through the process. The coding system used is based on consecutive numbers. The amount, type of milk, vat number and batch

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- pasteurizer are recorded on pasteurization charts and/or the *Process control record* (FO3/PRP7).
- The vendor's batch number of the imported ingredients (milk, cultures and fruit purees) or packaging (jars and lids) are recorded in the *Process control record* (FO3/PRP7) and is associated with our batch number by Fishbowl.
 - After the pasteurization, inoculation and incubation of the milk, the yogurt is pumped to the straining bags and strained. Once the straining step has finished, the yogurt is pumped to the bazooka that is labelled with the same batch number.
 - During the filling step, jars and boxes are labelled with the unique **batch number** associated with the pasteurization vat. If two batches are mixed, both lot numbers will be included in the label.

Example:

Sample 1 # - simple batch

Lot number: 2675, milk pasteurized in vat 2 the 21th of February

Product lot number: coconut mango manufactured with milk batch 2675 Lot number 2675.


Sample 2 # - mixed batches

Lot number: 2677, milk pasteurized in vat 2 the 23th of February

Lot number: 2678, milk pasteurized in vat 1 the 23th of February

Product lot number: Vanilla Bean manufactured with batch 2677 and 2678 (mixed) Lot number: 2677/8.

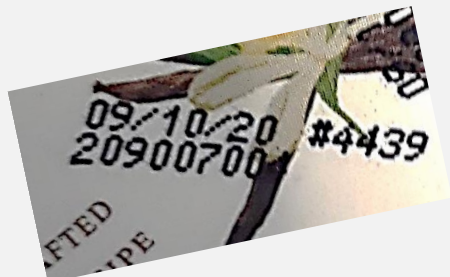
The expiration date is included in the label as follows: **MM/DD/YY** (month/day/year)

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A **manufacturing day/time stamp** is included in the label as following using Julian date: **JJJHHHmmm** (Julian date+ hour+ minute)

LABEL INCLUDES:	
MM/DD/YY	# XXXX
<i>Expiration date: MONTH/DAY/YEAR</i>	<i># lot number</i>
JJJHHHmmm	
<i>Day/time stamp: Julian date+ hour+ minute</i>	

Sample:



Expiration date: 09/10/2020

Lot number: 4439

Manufacturing day (Julian): 209


Manufacturing hour and date: 7:04am (007004)

Label and lot coding controls are carried out at the end of the line and recorded in the *Allergen Label Check Log (Fo2.SOP3/FSM)*. labels must be verified:

- **at the start of every shift**
- **every time a product run changes over.**
- **every time a label applicator is reloaded.**
- **From time to time during the manufacturing process.**

The following procedure is followed to ship the yogurt:

- Each order is given a unique purchase “P” number. This number is given in ascending order by Fishbowl.

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- Each order is given a unique sales “S” number. This number is given in ascending order by Fishbowl.

The batch number, the purchase and sales order number combined produce the system which traces the distribution, recall and destruction of all Finished Goods.

All steps throughout the manufacturing process are tracked via Fishbowl and the *Process Control Record (FO3/PRP7)*.

The traceability system is tested annually through the mock recall.

4.2. REPORTS IN FISHBOWL

Track Finished Product Using Lot History Report

Go to the Reporting Module in Fishbowl.

Search for "Lot History Report".

Enter the Lot Number you need to track and Run Report.

Report will list related work orders and sales orders.

Alternatively, you can run:

- “Sales Order Tracking report”
- “Tracking Detail Report”

Track Raw Ingredients


Go to the Reporting Module in Fishbowl.

Search for "Work Order Consumption" report.

Specify Part or Ingredient you need to track.

Run “Manufacturer Order Traveler Report” to obtain Tracking numbers of all batches that were created using that same ingredient.

Alternatively, you can run:

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- “Lot history Report”
- “Part Activity Report”

5. MONITORING AND VERIFICATION

The pasteurization charts and *Process control Logs* (FO3/PRP7) must be reviewed by the Quality Assurance Manager or Plant Manager within 3 working days to verify the successful completion of the process.

Pasteurization charts shall be preserved for two years in the laboratory.

The traceability system is tested annually by the Quality Assurance Manager through the mock recall exercise.

Receiving records shall be verified by the Quality Assurance Manager, Plant Manager or designee employee within 3 working days.

6. DOCUMENTS

N/A

7. RECORDS

Edition	Name