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Traceability System SOP

Policy: Proper Beverage Co. co-packs Cold Filtered Carbonated Formula Acidified Preserved Beverages. The majority of ingredients are supplied by the customer. All incoming ingredients are assigned lot codes and documented. The ingredients are documented during production and shipping.

Purpose: Traceability is a key requirement in the production of our products. This SOP gives an overview of the traceability system in the form of a flow process diagram. **Note: All supporting traceability documents can be found in any of the mock recalls performed by the operation.**

Scope: Raw material, production through to finished goods.

Responsibility: The Food Safety Manager is responsible for the development of this SOP. All personnel are responsible for SOP enforcement.

Procedure:

1. Process Flow Diagram Showing Traceability Program

- 1.1. The following process flow shows the company traceability from raw material receiving through to shipping.
- 1.2. Work in progress (i.e. partially processed goods) occurs rarely (e.g. when the can printer or label machine breaks down). Work in progress is required to be fully labeled to ensure traceability and to be used as soon as possible.
- 1.3. Rework is rare due to food safety and quality issues, but where allowed by management, details are recorded to ensure traceability is maintained.
- 1.4. Packaging date codes are also recorded on the production reports.

2. Testing the Traceability System

- 2.1. The traceability system is tested at minimum twice annually by means of mock recalls

Traceability Process Flow Diagram

