

# Marlow BISTRO & CATERING

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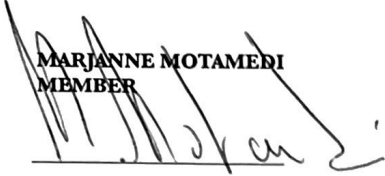
Date: 10/20/2023

A traceability plan is crucial for ensuring the integrity and authenticity of halal food products. This plan helps track the entire journey of the product, from raw materials to end consumer. Here are our steps to develop a traceability plan for halal food at Marlow Bistro & Catering:

- 1. Physical Separation:** Our restaurant has separate areas for Halal and non-Halal food preparation, storage, and processing. These areas are physically separated to prevent cross-contamination.
- 2. Color Coding:** We are using a color-coding system for equipment, utensils, and storage containers. Halal equipment and tools will be assigned one color (**green**), while non-Halal ones are assigned another (**red**). This helps in easy identification and separation. All products upon receiving from the vendor will be immediately inspected, especially the packaging of the products to ensure the proper labeling is done and labeled with the correct color labels.
- 3. Signage:** We have clear and prominent signage throughout the facility to indicate Halal and non-Halal areas. These signs are all bilingual (English & Spanish) and in BOLD CAPITAL to ensure that all staff can understand them.
- 4. Designated Locations:** We are specifying designated areas for specific tasks.  
For instance, we have separate areas for receiving, processing, cooking, and storage of Halal products. We ensure that each area is clearly marked and understood by all employees.
- 5. Distinctive Utensils and Cookware:** We are using separate utensils, cookware, for Halal food preparation. Color-coded or labeled utensils can help distinguish between Halal with green and non-Halal items with red.
- 6. Staff Training:** We provide thorough training to all employees, emphasizing the importance of maintaining continuity and the specific procedures for Halal food handling. This training includes the proper use of designated equipment and areas, as well as enhancing their understanding of halal requirements and ensuring they follow the necessary procedures.
- 7. Storage:** We are maintaining separate storage areas for Halal and non-Halal ingredients, finished products, and utensils and use different shelves or storage units to clearly segregate these items.
- 8. Time Scheduling:** We strive to implement a strict scheduling system to ensure that Halal and non-Halal food preparation and processing do not overlap. This prevents accidental cross-contamination. We focus on first always cooking and preparing the halal then after thorough cleaning using halal cleaning agents we will follow the cooking of non-halal food.
- 9. Cleaning Protocols:** We are establishing rigorous cleaning procedures for all areas.  
The company we supply cleaning agents is kosher certified by the OU and halal friendly and we use it for our entire cleaning protocol for both non-and halal preparations. We also do regular audits and document the cleanliness of our kitchen, by having and keeping daily cleaning logs.
- 10. Supplier Verification & Control:** We are maintaining strict control over the suppliers and sources of our ingredients. Our staff is trained which halal products need to ordered through which certified vendor and all fresh fruit and vegetables and other default halal foods meet and maintain Halal standards throughout the preparation process and are properly labeled. This standard is implemented in the packaging as well, and paying attention on the material and content of it. We keep logs for verifying the halal statuses of all raw materials and ingredients procured from suppliers, the date received, the amount/count and expiration date, the halal certification logo, ingredients of packaging and contact information.

11. **Regular Audits and Inspections:** We are conducting regular internal audits to ensure compliance with Halal standards and continuity in the facility and address any issues promptly. We also continuously verify the Halal status of our suppliers and keep records of our suppliers' Halal certifications and periodically confirm their compliance.
12. **Record-keeping:** We are keeping detailed records of all activities within the restaurant, including ingredient sources, processing procedures, and cleaning schedules. This helps in tracking and verifying compliance.
13. **Continuous Improvement:** We are regularly reviewing and improving our traceability plan based on audit findings, customer feedbacks, and new industry standards. Implementing a comprehensive traceability plan ensures transparency and accountability throughout the processing and delivering halal meals, leading to increased confidence and most importantly trust with our clients.

**MARJANNE MOTAMEDI**  
**MEMBER**

A handwritten signature in black ink, appearing to read 'Marjanne Motamedi', is written over a horizontal line. The signature is stylized and somewhat cursive.