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| Good Eats | Facility Traceability Plan Template | 001             |
|           |                                     | Revision: 02    |
|           |                                     | Effective Date: |

## Halal Traceability Plan (HTP): *Standard Operating Procedure (SOP)*

### 1. Introduction:

This document details the traceability plan for [Good Eats]. The plan ensures that the halal integrity of products is maintained, from the sourcing of ingredients to the serving of dishes.

### 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 are placed to 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 Zone" is placed at all halal storage and production areas.

4.4. **Designated Locations:** Separate storage areas are dedicated for halal raw materials and finished products.

4.5. **Computer Systems:** We use [Specific Software Name] to track the flow of halal products from the moment of receiving until serving.

### 5. Preventative Measures Against Mislabeling and Mix-up:

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

5.2. **Employee Training:** Regular training sessions on halal procedures and the importance of maintaining halal integrity are provided.

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

5.4. **Quality Checks:** Before products are dispatched or served, a final quality check is done to ensure proper labeling and to prevent mix-up.

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

#### 6.1. Incoming HPs Log:

- **Product Identifier:** Unique code or name of the product.
- **Supplier/Raw Material Manufacturer:** Name and address of the supplier.
- **Date Received:** The date when the product arrived.
- **Unit Amount:** Quantity of the product received.
- **Production Date:** Date when the product was manufactured.
- **Lot Number:** Batch number or other identifiers.

#### 6.2. Outgoing HPs Log:

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

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**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 [Name, Position] on [Date].

This template can be adjusted based on the specific needs and intricacies of the restaurant/catering kitchen in question. Proper implementation, routine checks, and staff training will be essential to ensure the successful application of this SOP.