

Description:

The Lot Tracing Procedure will outline the steps that will assure FEFO on raw and packaging materials while providing finished goods with traceability. When followed, all material will be identifiable in the event of recall, both internal and originating from a supplier.

Responsibility:

It will be the responsibility of all Plant Personnel to follow this procedure

Procedure:

1. Product is received on the dock according to the ERP instruction: Receiving a Purchase Order. This will provide an internal lot number within the ERP for all raw and packaging material which will identify the supplier PO. When possible, material is rotated when it is put away in its designated storage location to aid FEFO.
2. When a finished good is produced, a material requisition is printed with current stock sorted by expiration date allowing quick reference to assure consumption of first to expire.
3. When staging packaging materials, the lot code is recorded in the PKG visual inspection field on the Labor and Yield production paperwork. When preparing raw materials to be packaged (E.g loading or prebatch) the lot code used will be documented by circling the lot codes used on the material requisition(If multiple lots are used the relative quantity will be recorded next to the corresponding lot number and both lot numbers will be circled). Employees will use material according to the printed order.
4. Lot codes are assigned to both the WIP (work in progress) as well as the FG (finished good):
 - a. **FG:** The FG is created based upon the case yield needed. When created it is automatically assigned a unique Production Order Number (MR number) that is generated by the ERP using the next available number in the MR number series. This will prescribe the recipe quantity required to create the finished good.
 - b. **WIP:** The WIP is created using the quantity prescribed by the completed FG. It is automatically assigned a unique Production Order Number (MR number) that is generated by the ERP using the next available number in the MR number series.
5. All products will then receive a lot code following the standard pattern using the date of manufacture: two–digit year, two–digit day, two–digit month, version number (E.g. YYDDMMV). This code is automatically generated by the ERP using the selected date of manufacture, the active version number, and the acidified prefix if applicable.

Acidified products require additional coding which will be applied before the standard lot code. The lot code prefixes to identify acidified products are structured as follows; The letter S before the individual product identifiers will indicate the manufacturing location:

*Signature Sauces
7169 E Pleasant Valley Rd
Independence, OH 44131*

Following the S will be a two-letter code identifying the product contained therein (E.g. SXX). The full coding for acidified products will appear as the prefix followed by the standard lot code: SXXYYDDMMV.

~~AA – Bag of Nails Tomato Basil Soup~~
AB – Barrio Salsa Roja
AC – CAP Chili Base
~~AD – Donkey Mild~~
~~AE – Donkey Hot~~
~~AF – Fresh Market Thick & Sweet BBQ~~
AG – Heinen’s Cocktail
AH – Jozef’s Paprikash
AI – Piada Tomato Bisque
AM – Signature Traditional Meat
AN – Winking Lizard Cajun
AO – Swenson’s SA
AP – Heinen’s Green Dragon
AQ – Signature Coconut Mango
AR – Signature Thai Peanut
AS – Signature Rooster/Sriracha
AT – Heinen’s Black Bean Garlic
~~AU – Moe’s Salsa Roja~~
~~AV – Moe’s Salsa Verde~~
~~AW – Barrio Chipotle Honey~~
AX – Michael’s Meats Pork Marinade
AY – Andiamo Spicy Sicilian
AZ – Andiamo Vodka
~~BA – Barrio Mango Habanero~~
BB – Just Like Home Lip Smackin Garlic
BC – Just Like Home Sweet Potato Pomodoro
BD – Just Like Home Buttery Marinara
BE – Just Like Home Mushroom Cabernet
BF – Just Like Home Tomato Basil & Cheese
BG – Barrio Ginger Garlic Marinade

BH – Barrio Gochujang BBQ
~~BI – Irie Curry Sauce~~
~~BJ – Irie Jerk Sauce~~
BK – Nino Salvaggio Tuscan Vodka Sauce
BL – Nino Salvaggio Spicy Vodka Sauce
BM – Local Cantina Salsa
BN – Ubah Hot Ruby Fresno Mild
BO – Ubah Hot Emerald Serrano Medium
BP – Ubah Hot Yellow Tanzanite Habanero Hot
BQ – Perfect Bite Oh Snap Sauce
BR – Primanti Sweet Heat
BS – Tacombi Seca Sol Calido Salsa
BT – Tacombi Morita Tierra Norte Salsa
BU – Tacombi Jalapeno Sierra Verde Salsa

6. The lot code is recorded on the production paperwork and is applied to the case labels, product labels and individual containers if applicable.
7. The consumption and output process follows. During this process the raw ingredient lots are assigned to a WIP and applied against stock. Next the WIP and the packaging material lots are assigned to the FG and applied against stock. consumption and output is performed by a third party employee where any discrepancies are investigated and resolved prior to any postings.
8. At the point of shipment, sale, or discard the quantity and lot code are recorded within the ERP and applied against existing stock.