INTEGRATED MANAGEMENT SYSTEM

MANAGEMENT SYSTEM PROCEDURE

IDENTIFICATION AND TRACEABILITY

DOCUMENT STATUS

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1. OBJECTIVE

This General Hygiene Plan guarantees the possibility of following the traceability of a food product through each and every stage of its production and distribution at CAPS FOOD SYSTEM ES S.L. in such a way as to:

- A correspondence can be established between the origin of the food, its processing and its subsequent distribution.
- Food products that may pose a risk to the health of consumers, and which have been produced, processed or distributed by CAPS FOOD SYSTEM ES S.L., may be identified and withdrawn from the market.

2. SCOPE

This General Hygiene Plan affects the reception of raw materials, ingredients, auxiliary materials, personnel, production and planning managers, in the processes of CAPS FOOD SYSTEM ES S.L., quality control and dispatch of the product.

This shall be done by allowing the identification of product batches and their relationship to batches of raw material, ingredients and auxiliary material that are in direct contact with the food product, or intended to come into contact with it. In this way, all relevant production and distribution records shall be included.

Traceability must be guaranteed and documented until delivery to the customer.

3. REFERENCE DOCUMENTS

- HACCP.
- Regulation (EC)178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the requirements and general principles of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.
- Guidance document on Specifications of the Self-monitoring System. Consejería de Salud de Junta de Andalucía. Edition 2003.

4. RESPONSIBILITIES

The people of CAPS FOOD SYSTEM ES S.L. in charge of the development of this plan and of achieving its objective are the following:

- Person responsible for the plan: Head of Food Quality and Safety.
- Person in charge of execution: Production Manager and Warehouse Manager.

5. ENFORCEMENT PROCEDURE

The person in charge of the plan will be responsible for identifying the products and maintaining the information by means of records. All products manufactured at CAPS FOOD SYSTEM ES S.L. must have a clear traceability of their components. This person in charge must have rapid access to all documents where the relevant data are recorded in order to carry out this traceability.

Identification is subject to:

- raw materials, packaging materials;
- semi-finished products;
- finished products.

5.1 Identification of raw materials and packaging materials

5.1.1 Upon receipt at the warehouse, raw materials and packaging materials are subjected to an incoming control procedure and checked for the presence of the required package of documents, samplings and samplings for the investigation of organoleptic and physico-chemical indicators are carried out, the data. of the accompanying documentation are compared with the marking data of the packages.

5.1.2 If the raw materials and packaging materials have passed the control, a registration number is assigned to them, a "Product Compliant" label is attached with the corresponding entries in the logbook.

5.1.3 The accompanying documentation (quality certificates, etc.) is retained.

5.1.4 Raw materials and packaging materials that have not passed incoming control are marked with the label "Storage" until further action on them is decided.

5.1.5 Each type of raw material and packaging material is assigned a registration number for traceability.

5.1.6 All products are marked according to the incoming control status and identified by marking labels: label, label-responsible storage.

5.1.7 Products containing allergens are identified by a capital letter A on the label.

5.2 Identification of raw materials, p/f in the production process

5.2.1 On receipt of raw materials from the warehouse to production, in the process of unpacking, the foreman of the prescription component dosage section in the presence of the production manager / deputy. the production manager enters the raw material record number in the Raw Material Accounting Journal for the production of p/f. Thus, the entire batch of raw materials can be traced in the production process.

5.2.2 At the batching stage, in the process of weight formation, the foreman also identifies the raw materials by applying a sticker on the intermediate inner container, on which he indicates the name of the raw material, its net weight, and the date of weight formation. The raw materials for different assortment

units are located on different shelves, the foreman and the shift foreman control the process of issuing raw materials for the production of semi-finished products.

EXAMPLE OF A STICKER:

Name of raw materials _____
Net weight _____
Date _____

5.2.3 At the stage of production of semi-finished products, the operators responsible for the preparation of semi-finished products place a label on the technological containers with finished semi-finished products, indicating the name of the semi-finished product, the date of its production.

EXAMPLE OF A STICKER:

Semi-finished product name. _____
Net weight _____
Date _____

5.2.4 At the encapsulation stage, products from different batches are clearly separated. No crossover of production flows is allowed. The service of the chief technologist fixes and summarises the main parameters of the technological process of production with the designation of the responsible persons, corrects deviations and violations in the production process, organoleptic and physico-chemical indicators of the products are also controlled.

5.2.5 After the encapsulation process, at the salting stage (for simulated caviar and caviar product), the trays with the semi-finished product are marked with a label indicating the tray number, the start and end time of salting, and the marked trays are placed on the shelf. In this way, the salting time of the products and the date of processing are controlled.

EXAMPLE OF A STICKER:

№ 1
10:00 10.40

5.2.6 At the packaging stage, the products are dosed into consumer packs, taking into account compliance with the contents of the part. The identification of the semi-finished products is controlled by the foreman on duty, the process engineer.

The packaging material is also identified by entering the registration number of the packaging materials in the logbook.

Products that are packed in a jar are labelled after pasteurisation. The batch number is applied to the rim of the lid, according to the production schedule. At the same time, the shift master identifies each batch of the semi-finished product by applying a label indicating the production date of the product and, if

necessary, the shift number, as well as the number of packaging units. In this way, the possibility of production flow crossover is excluded.

For products with a shelf life of 1 year, the labelling data are as follows:

XXXYYYYY DD.MM.YYYY

Where:

XXXYYYYYY - batch number (XXX - serial number of issue, YYYYY - year of issue)

DD.MM.YYYY - day, month and year of the end date of consumption of the product

5.2.7 The batch number is applied to consumer packs with an inkjet marker or with a labelling machine.

5.3 HP identification during production

5.3.1 Finished products are subject to packaging and labelling.

5.3.2 At this stage, the packing area manager receives the packing material from the warehouse, which is identified by entering the registration number in the packing material register.

5.3.3 Finished products are identified by name, production date and, if necessary, shift number (information is printed on the label by the shift manager).

All finished products are packed in corrugated cardboard boxes, according to approved price sheets, identified by a group label, which must indicate the name of the GP, batch, production date/end date of consumption, storage conditions, manufacturer.

5.3.4 The batch number and product name are applied to the shipping container with an automatic seal on the box in a specially designated place or a label with printed marking data is applied.

5.4 Identification of the finished product when shipped to the customer

5.4.1 When sending products to the buyer, finished products are identified by name, date of production, batch number, name of the company purchasing the products. All data are recorded in registers.

5.4.2 Data on shipments are recorded in registers. Employees track batch data according to laboratory tests and issue quality certificates for each batch shipped. Quality certificate numbers are recorded in logs.

5.5 Identification of finished products in commercial establishments

5.5.1 Finished products are identified by name, production dates and batch number.

5.5.2 If non-conforming product is identified at the point of sale, action is taken to recall the products.

6. MONITORING PROCEDURE AND CORRECTIVE ACTIONS

6.1 Surveillance Procedure

The person in charge of Quality and Food Safety will be responsible for observing compliance with the traceability of raw materials, ingredients, auxiliary materials, personnel, production and planning managers, in the processes of CAPS FOOD SYSTEM ES S.L., quality control and product dispatch. This person in charge will have the capacity to adopt corrective measures when non-conformities are observed.

SURVEILLANCE			
FREQUENCY	**ACTION**	**METHOD USED**	**DOCUMENTATION**
Daily during the working day	-Check that traceability between raw materials and finished product is properly maintained and is in accordance with the procedure of this plan.	-Visual documentary inspection, during their work with records	- Annex I: Production Records

6.2 Corrective Actions

The Food Safety and Quality Manager will carry out the annual verification, checking that the planned actions, both surveillance and possible Corrective Actions, are being implemented and that the objective of the plan is therefore being met.

CORRECTIVE ACTIONS RESULTING FROM SURVEILLANCE			
FREQUENCY	**MONITORING ACTION**	**NON-COMPLIANCE**	**CORRECTIVE ACTION**
Daily during their working day	Check that traceability between raw materials and finished product is properly maintained and is in accordance with the procedure of this plan.	Non-compliance with the implementation procedure of this plan, which may jeopardize traceability between raw materials and finished product.	The Plan Manager shall consult with the General Manager, the NC and the importance of the same to take the relevant corrective actions, being reflected in Annex VI F-PRO 06.01 Non-conformity Report (Class I and Class II).

7. VERIFICATION PROCEDURE

VERIFICATION		
FREQUENCY	**ACTION**	**OBJECTIVE**
Half-yearly	Traceability simulation : -Traceability from raw materials, their incorporation into finished products, processing, location and destination. And in the opposite direction. In both cases, reaction time is evaluated. -Examination of NCs detected in raw materials, batches, suppliers and customers. - Review delivery notes - Review customer and supplier lists	Detect evidence of the plan's implementation
Annual	The completion of this action is reflected in the annual F-34 Verification Record.	Reflect what has been detected, to serve as a basis for the improvement process.

All documentation generated as a result of the implementation of this General Hygiene Plan shall be kept for at least five years, unless specific regulations indicate a longer period.

TRACEABILITY PLAN
Production process

№	Process	Responsible for	Documents	Requirements for identification	Control	Where to register
1	Acceptance of raw materials	Head of production	Waybill (accounting) TTN (accounting) Account (accounting) Quality certificate	- date - raw material name - name of the supplier (weight) - volume (net weight) - quality and safety indicators	Director	"Log of incoming control of raw materials"; "Log of incoming inspection of auxiliary and packaging materials"
3	Production of finished products	Shop foreman	"Finished goods accounting journal"	- production date - batch number - product name - quantity; - quantity, name and batch numbers of raw materials for production	Head of production	"Finished goods accounting journal"
4	Shipment of finished products	Head of production	Expenditure invoice TTN Account (accounting) Quality certificate	- production date - product name - quantity; - quality and safety indicators;	Director	Electronic accounting program