

Apollo Global LLC (Multicook - Handmade Frozen Food)	Multicook Traceability Plan	(Document Identification Number)
		Revision: 01
		Effective Date:

1. Introduction

This document establishes the Halal Traceability Plan for **Multicook**, ensuring that the halal integrity of all relevant products is maintained throughout production — from the sourcing of certified halal raw materials to the packaging, storage, and distribution of finished frozen meals.

Multicook specializes in authentic European-style frozen foods such as pierogi, dumplings, soups, crepes, cabbage rolls, and more. This plan applies to any halal-certified products within our range and ensures complete traceability and separation from non-halal products.

2. Objective

To maintain the **halal integrity** of all certified Multicook products, ensuring:

- Full traceability of ingredients and finished goods.
- Proper segregation of halal and non-halal items.
- Consistent documentation and compliance with halal certification standards.

3. Scope

This SOP applies to all stages of Multicook’s production process, including:

- Procurement of ingredients and packaging materials.
- Receiving, labeling, and storage.
- Processing, packaging, and freezing.
- Warehousing, order fulfillment, and transportation.

4. Continuity Maintenance within the Halal Production Facility

4.1. Demarcation & Separation

- Clear **physical separation** between halal production areas and any non-halal handling zones.
- All halal-certified ingredients and finished products stored separately in designated shelving and freezer sections.

4.2. Color Coding

- **Green** utensils, containers, and cutting boards are used **exclusively for halal products**.
- Non-halal utensils and equipment are labeled in **red** and stored separately.

4.3. Signage

- **“HALAL ONLY”** signs are displayed on all storage shelves, prep tables, and equipment used for halal items.
- All halal-certified products are clearly marked with green **“HALAL”** stickers on primary packaging (individual retail packs) and secondary packaging (boxes or bulk containers).

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- Labels are applied immediately after packaging by trained staff to ensure no mix-up between halal and non-halal items.
- Stickers are stored separately and controlled by the Production Manager to avoid misuse.
- Non-halal zones clearly labeled to prevent accidental crossover.

4.4. Designated Storage

- Dedicated freezer and dry storage shelves for halal ingredients and finished products.
- Clearly marked segregation area for items that may have halal compliance issues (“**Hold for Halal Review**”).

4.5. Tracking System

- When raw materials are received, all related supplier invoices are stored and used to track halal ingredients, quantities, and dates received.
- Each invoice record serves as the primary traceability document for verifying the source, lot number, and production date of halal-certified raw materials.
- Finished halal product batches are assigned unique batch IDs that link back to the corresponding supplier invoices and raw material lots.
- All invoices and batch records are securely stored (physically) for audit and verification purposes.

5. Preventative Measures Against Mislabeling and Mix-up

5.1. Labeling

- All halal-certified products are labeled with a **distinct green “Halal” mark** on both primary and secondary packaging.
- Halal ingredients are received in sealed packaging with halal certification documents attached or recorded.

5.2. Employee Training

- All production and packaging staff receive **annual halal integrity training** covering:
 - Halal handling and cross-contamination prevention.
 - Proper equipment use and cleaning.
 - Identification of halal-certified ingredients.

5.3. Internal Audits

- A **quarterly halal integrity audit** is performed by the Production Manager.
- Any discrepancies are documented and corrective actions implemented immediately.

5.4. Quality Checks

- Before release, each batch of halal products undergoes final verification:
 - Confirm halal ingredients.

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- Check label accuracy and batch traceability.

6. Logging & Documentation of Halal Products

6.1. Incoming Halal Products Log

Field	Description
Product Name	Ingredient or finished product received
Supplier	Name & address
Halal Certification	Document reference / certificate no.
Date Received	Arrival date
Quantity	Units or pounds received
Lot / Batch No.	From supplier packaging
Storage Location	Freezer / Dry storage section

6.2. Outgoing Halal Products Log

Field	Description
Product Name	Finished halal product
Date Packed / Released	Date product was produced or dispatched
Batch No.	Internal production batch number
Quantity	Units / pounds dispatched
Destination	Customer or delivery platform (e.g., UberEats, DoorDash, wholesale client)

7. Review and Updates

This Halal Traceability SOP will be **reviewed annually** or upon changes in suppliers, equipment, or product lines.

Any revisions will be approved by management and shared with all production and warehouse staff.

8. Approval

Approved by: Sergii Kvitsynskyi,
Position: Owner



Date: 10/17/2025