



POLICY: The Company shall have a system in place to identify and trace all products, ingredients and their components.

DEFINITIONS:

Lot: A defined quantity of a product or ingredient produced within a given time period for a specific customer

Lot Number: A unique number that is traceable to documents, which identify a specific lot and its production history

Traceability: The ability to establish the production history of all components of a product lot and the complete disposition of that lot (where and when shipped, used or destroyed)

Production Record: Documents detailing the history of a lot of finished product, including amounts and lot numbers of all component materials and rework, processing steps, control charts, test results, amount produced, formal release and disposition

RESPONSIBLE: Production Manager, Production Supervisor, QA Manager

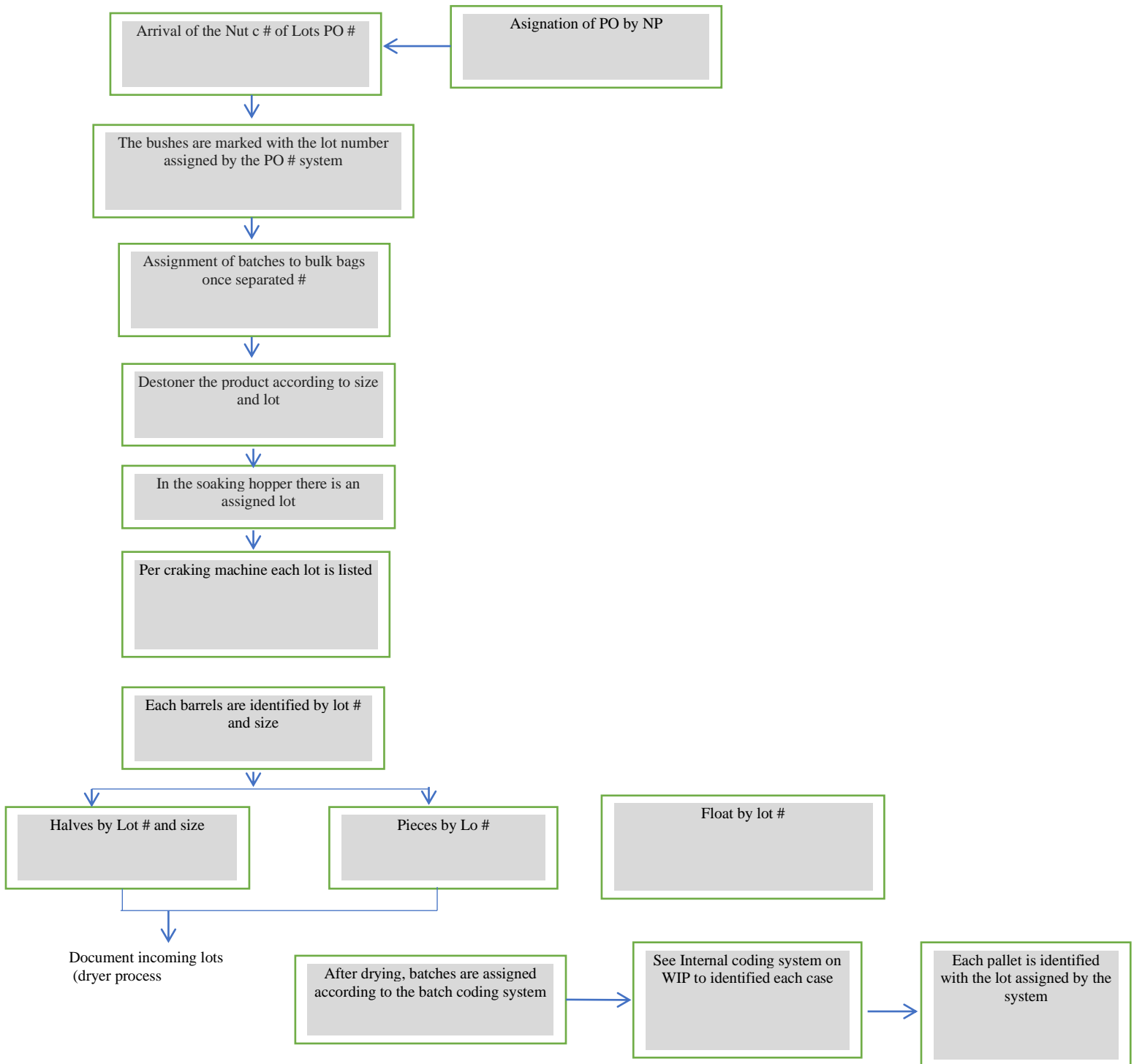
REQUERIMENTS:

- A manual system shall be in place to enable the firm to rapidly trace the entire history of a specific lot
- The system shall include identification of all materials, rework, process conditions and the customers to whom the lot was distributed
- A mock recall shall be conducted at least every year to validate the effectiveness of the traceability process. Ingredients, food contact packaging and finished product shall be traced forward and backward. The mock recall shall include Ingredients, food contact packaging and finished product.
- To facilitate the process, incoming materials shall be identified with a lot number through which the source, date received and any special characteristics of the material can be identified. The lot number shall be clearly identified on the shipping container(s) and recorded on manufacturing records of the product in which the material is used.
- Material which is suitable for rework shall be identified and its lot number appropriately recorded on production records of the product in which it is used
- All production runs shall be identified with lot numbers which enable complete linkage from raw material receipt through final packaging

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1.1 Identification of the product flowchart WIP internal control



1.2 Lot allocation per sales order

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The plant manager assigns the lots that production will use on an order based on the inventory, type of product, origin US or Mexico and/or customer requirements. The lot allocation must respect the FIFO. Production supervisor should request the lots assigned to warehouse.

Warehouse must verify that the required lots are in the system and physically, otherwise it must be reported to production to make the required adjustments in the system.

Production must physically verify that the product corresponds to the Item, customer requirements and the lots assigned by the order.

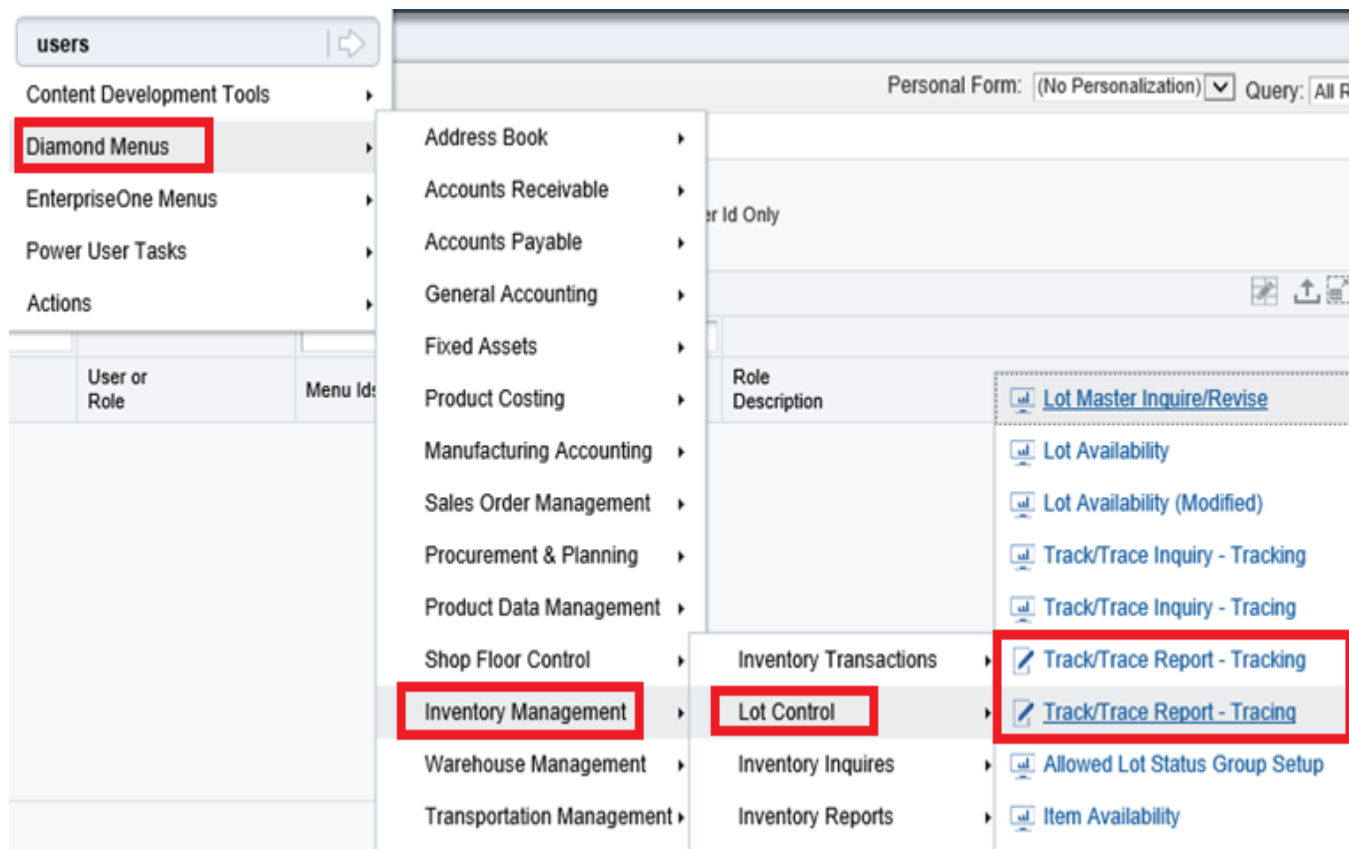
If necessary production supervisor should open a work order (WS, WT or WO) and the system assigns specific raw material for that product.

1.3 External Lots #

The external lot number is the lot or lots used to identify each case of one sale order; this lot number represent the day that the order is packed or initiated; using as reference the lot assigned by the system and can be used only the first 8 digit; example: 40319365: 403 plant location; 19 current year and 365 Julian day.

1.4 RUN TRACE/TRACK

1. Navigate to the Trace/Track Option on the menu



2. Choose Data Selection

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Version Prompting

Submit
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 Tools

Prompt For

Data Selection
 Data Sequencing

3. Use the drop down to choose “Literal” for the item and then the lot.

Data Selection

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	2nd Item Number (F4108) (LITM) [BC]	is equal to	0711525001*
<input type="checkbox"/>	And	Lot/Serial Number (F4108) (LOTN) [BC]	is equal to	Blank
<input type="checkbox"/>	And			Zero
				Null
				Literal

Add Row

4. Make sure the options are correct.

Processing Options

Display

1. Enter Track/Trace

Blank = Trace Lot Usage
1 = Track Lot Usage

2. Mode

1 = Single level Track/Trace
2 = No Intermediates
3 = Multi-level Track/Trace
4 = Multi-level indented Track/Trace

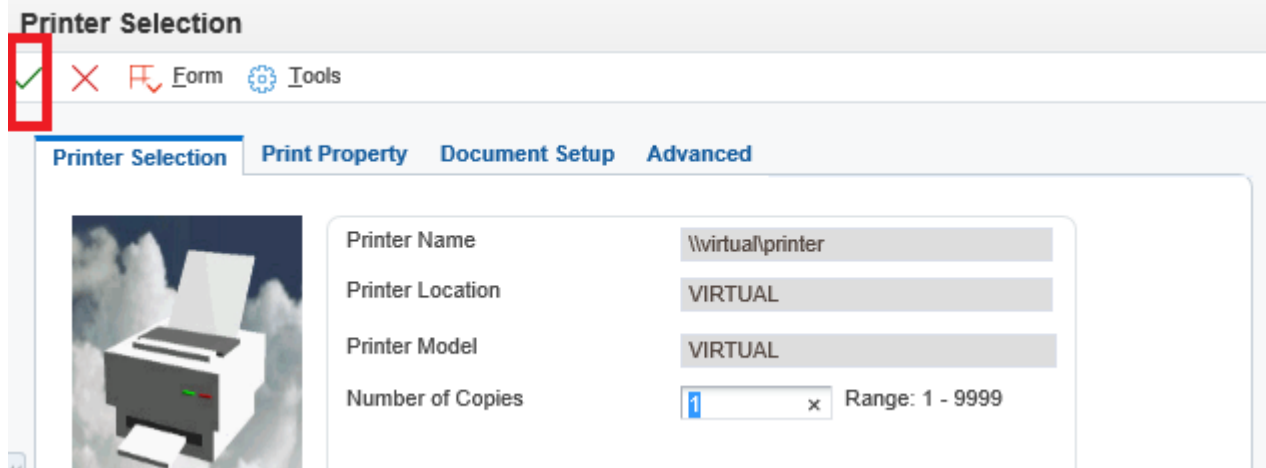
3. Clear Work File?

1 = Yes
Blank - No

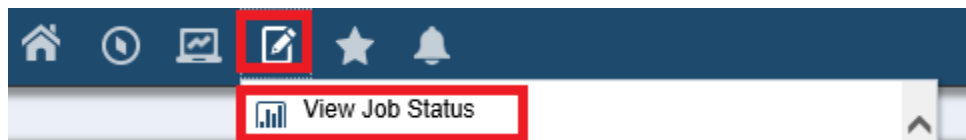
4. Enter a '1' to Consolidate IM/IC Transactions.

5. Click the Check Mark to create the document

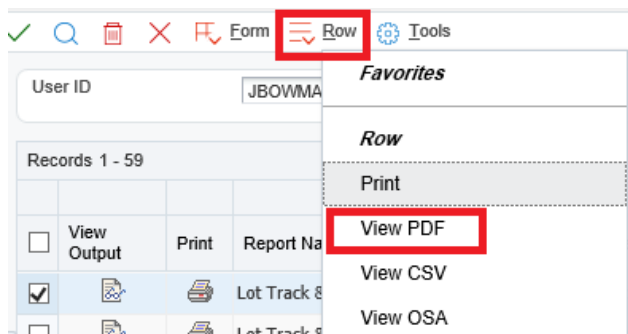
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6. Go to Recent Reports menu, then View Job Status



7. Choose the job you want to extract. Then go to Row → View CSV



TRAINING: Employees shall be trained to properly record lot numbers, maintain production records and trace products or ingredients.

RECORD RETENTION: Records shall be maintained for the shelf life of the product or as required by customer specifications, whichever is longer.

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