



Document name:

2.6.1 Product Identification

Document #:
NQAP – 071

Issued Date: 12/06/2021
Revised Date:
Revision No.0

Authorized By: Director of FSQ and R&D

1. OBJECTIVE:

To establish procedure to identify raw materials (ingredients and packaging) work-in-process (WIP), process inputs and finished products during all stages of production and storage.

2. SCOPE:

All raw materials, work in process, process inputs and finished products received, stored, handled and produced at Namar Food Inc.

3. RESPONSIBILITIES:

1. Supply Chain department or designee is responsible to create new item code on the approved ingredients and packaging materials.
2. The Purchasing Buyer is responsible to make sure that the correct product code matches to the materials that will be purchased from the approved supplier
3. The Receiving clerk is responsible to verify product information during receiving and properly identified during storage.
4. The FSQ department or designee is responsible to verify COA and other physical attributes matches to the product being received.
5. The R&D Technologist or designee is responsible to provide Finished product item code.
6. The pre-weigh operator and FSQ Technician is responsible to ensure that all ingredients match to the formula being produced.
7. Production operator and FSQ Technician is responsible to ensure that all finished products are labelled correctly in accordance with the customer specification and regulatory requirements.
8. The FSQ and R&D Director, SQF practitioner together with the Operations Manager are responsible to ensure proper implementation of this procedure and provide training to corresponding employees.

4. PROCEDURES:

A. Item Code creation:

4.1 **Setting up raw material code:** internal identification can be composed of numbers, letters or combination of alpha numeric and is based on the following:

- 4.1.1 The supplier's product name
- 4.1.2 product description
- 4.1.3 suppliers item code or
- 4.1.4 if the raw material is supplied by the customer, the customer's code can also be used



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4.2 Setting up Finished product code: internal identification is a 6-digit coding system that can be composed of numbers, letters or combination of alpha numeric and is based on the following:

- 4.2.1 The customers' name first letter / syllables
- 4.2.2 Product description
- 4.2.3 For Namar formulated products; it will be provided with a generic name or will also follow 4.2.1 and 4.2.2

B. Raw Material Receiving:

4.3 Upon receipt of the material, the product will be labelled with the following:

- 4.3.1 Namar item code
- 4.3.2 Lot code, manufacturing date or best by (whichever is available)
- 4.3.3 Allergens
- 4.3.4 Customer's name (if required)

C. Processing:

4.4 All materials must keep its label intact all throughout the processing steps. Any missing labels or identification must be reported right away to their immediate supervisor or FSQ Technician.

4.5 Pre-weigh station - FSQ Technician and Pre-weigh operator will verify that product label matches the description in the formula sheet.

4.6 Blending station - FSQ Technician and Blending operator will verify that actual product matches the product label on the bag or container.

4.7 Packaging station - FSQ Technicians and production packers will make sure that the finished product label and identification match with the actual product being packed or produced.

4.8 Product changeover - FSQ and operators will ensure that proper product changeover procedure is being performed whenever there is a change of product on the line or change of allergen. The finished product label will be verified with the actual product being produced. (refer to QAF – 040 production line clearance)

C. Storage

4.4 All raw materials are stored according to their Allergens, Product Identity preserved foods (Organic, Gluten Free, Kosher, Halal) or by customers.

4.5 All raw materials must be properly labeled and identified. If during storage the label was removed or damaged, the receiving clerk will replace the label immediately. For materials that cannot be identified, report immediately to FSQ / R&D Department for evaluation and disposition.



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D. Finished Product

4.6 All finished products must be labelled according to customer specification and regulatory requirements. Each packaging specification will have instruction of what are the information that need to be printed on the finished product labels and/or container.

4.7 FSQ Technician will verify finished product labels and coding and complete the form QAF-003 Finished product inspection.

4.8 Labels should be legible, intact and correctly placed on the packaging containers.

5. Records

- 5.1 New Item set-up records
- 5.2 Receiving records, PO, BOL
- 5.3 Ingredients COA
- 5.3 ITS Batch formula and records
- 5.4 QC and production records

Revision History:

Revision	Date	Details of Changes	Revised by:
0	12/06/21	New	MBCabrera