	<b>Product Identification and Trace &amp; Retention</b>	<b>Document ID</b> 2.6.1	<b>Revision</b> 008
	<b>Editor</b> Loni Banaszak	<b>Approval Date</b> 4/13/2022	
<b>Approved by:</b> Eli Kratzert			

**SCOPE:**

The methods and responsibility for identifying products during all stages of production and storage shall be documented and implemented. The product identification system shall be implemented to ensure:

- i. Raw materials, work in progress and finished product are clearly identified during all stages of receipt, production, storage and dispatch; and
- ii. Finished product is labeled to the customer specification and/or regulatory requirements.

Product identification records shall be maintained.

**Objective:**

Ascot Valley Foods Inc. will comply with all regulatory agencies and maintaining full compliance with applicable regulations.

**Intent:**

Ensure full participation by management and production while protecting the rights of the Company and associates.

**Purpose:**

- 1. To establish the procedures to be followed when an ingredient product is compromised, and a recall is deemed.


**Responsibility:**

The responsibility and methods used to trace product shall be documented and implemented to ensure:

- i. Finished product is traceable to the customer (one up) and provides traceability through the process to the supplier and date of receipt of raw materials, food contact packaging and materials and other inputs (one back);

- ii. Traceability is maintained where product is


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reworked; and

iii. The effectiveness of the product trace system shall be tested at least annually. Records of raw and packaging material receipt and use, and product dispatch and destination **shall be maintained for the shelf life of the product.**

It is the responsibility of Management (Quality Assurance Manager and/or Director of Operations) to make the final disposition of any product that has been left in the inventory system past the expiration date

 <p>Innovative foods... Always in good taste</p>	<b>Product Identification and Trace &amp; Retention</b>	<b>Document ID</b> 2.6.1	<b>Revision</b> 008
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REVISION NUMBER	REASON	DATE	BY WHOM
01	Annual Review	12/27/17	MLB
02	Annual Review	8/1/18	MLB
03	Annual Review	8/13/2018	MLB
04	Annual Review	1/16/2019	MLB
05	Annual Review	7/11/19	MLB
06	Annual Review	8/3/20	JS
07	Annual Review – Update Revision Box, Review line and confidential statement	11/5/2021	
08	Added records kept for shelf life of product	4/13/2022	

  
Signature

Quality Assurance Manager  
Title

4/13/2022  
Date

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