



Pikalo Bakery
272 Riverdale Ave
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Batch Coding and Use of Julian Date Calendar

Document #: 4.2

Effective Date: 02/29/2024

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Supersedes: N/A

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Revision #: Original

Scope

In order to achieve full traceability of finished produced in Pikalo Bakery’s facility, the company assigns lot coding to each batch. Each production batch is directly linked to an incoming batch of ingredients. Incoming batch codes can be cross referenced against the daily batch coding of the finished product.

Procedure:

1. A production lot code is defined as the run of a single product through the equipment on a single day (between sanitation events) on a single piece of primary production equipment. The lot code must be unique to each product manufactured on a single day between sanitation events.
2. Multiple products may be run on equipment between production events, but each product must be assigned a unique code for that day (see batch code system below).
3. A master batch code for finished products will be assigned based on the order of manufacture, and will be represented as the number of the production starting from number 1 and working in ascending order.
4. All lots of incoming meat ingredients will be documented on the establishment’s receiving log.
5. The establishment’s packing log form will be filled out, the quantity produced, number of goods packaged, and the finished lot code printed on each package will be recorded. The code will be represented as a shift number follow by the date, in the format of DDMMY, “Y” will be the last digit of the current year (i.e. 2024 will be 4) “MM” will be the number month and DD will be the day of the month.
6. Each package of finished goods will bear the Pikalo Bakery lot code, and each shipment will documented and recorded on the internal Packing Log. A retailer will also keep track of the individual lot codes associated with each shipment based off the shipping receipts.
7. The lot code for the assigned to each production run will be written on all documentation associated with that production run.

Revision History:

Date:	Changes:	Initials
02/29/24	Document Created	DB