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**Proper Nomenclature and Labelling**

**1. Introduction**

This document outlines the procedures for proper nomenclature and labelling of food products manufactured under NIC Code 10101 (Manufacture of Food Products). Accurate and consistent labelling is crucial for compliance with food safety regulations, preventing consumer confusion, and maintaining brand integrity. Failure to comply can lead to significant penalties, product recalls, and reputational damage.

**2. Scope**

This procedure applies to all food products manufactured, processed, packaged, and distributed by [Company Name]. This includes raw materials, intermediate products, and finished goods.

**3. Definitions**

* Nomenclature: The system of names used to identify and classify food products. This includes the product name, ingredient list, and any other descriptive identifiers.
* Labelling: The process of attaching labels to food products containing all necessary information required by law and company policy.
* Batch Number: A unique identifier assigned to each production batch, allowing for traceability in case of any issue.
* Expiry Date: The date after which the food product is no longer considered safe or suitable for consumption.
* Best Before Date: The date until which the food product is expected to retain its optimal quality.

**4. Procedure**

**4.1 Nomenclature:**

* Product Name: The product name must be clear, unambiguous, and accurately reflect the product's nature. Avoid misleading or deceptive terms.
* Ingredient List: The ingredient list must be complete, accurate, and listed in descending order of weight. All allergens must be clearly identified (e.g., using bold text or a symbol). Use standardized ingredient names.
* Net Weight/Volume: The net weight or volume of the product must be clearly stated.
* Internal Codes: Internal codes (e.g., product codes) may be used for internal tracking but should not replace the consumer-facing name and description.

**4.2 Labelling:**

* Label Design: Labels must be clearly legible and easily understandable. Use appropriate font sizes and contrast.
* Mandatory Information: Labels must include all mandatory information as required by applicable regulations (e.g., country-specific food safety regulations, such as those from the FDA or EFSA). This generally includes:
* Product name
* List of ingredients
* Net weight/volume
* Manufacturer's name and address
* Batch number
* Best before or expiry date
* Storage instructions
* Allergen information
* Nutrition information (often required)
* Label Application: Labels must be securely affixed to the packaging and remain intact during handling and storage.
* Language: Labels must be in the language(s) required by the target market.
* Verification: Before distribution, all labels must be verified for accuracy and completeness.

**5. Compliance Notes**

* Adherence to all relevant national and international food safety regulations is mandatory.
* Regular audits should be conducted to ensure compliance with this procedure.
* Any changes to product formulation or packaging must be reflected in the updated labelling.

**6. Practical Guidelines**

* Use a standardized template for all labels to ensure consistency.
* Maintain a database of all product labels for easy access and revision.
* Train employees on proper labelling procedures.
* Regularly review and update this procedure to reflect changes in regulations and best practices.

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