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**Tagging for Identification**

**1. Introduction**

This document outlines the procedures for tagging and identifying all materials, equipment, and processes within a food manufacturing facility under NIC Code 10101 (Manufacture of Food Products). Proper tagging is crucial for maintaining traceability, ensuring product safety, and complying with relevant food safety regulations. This includes raw materials, work-in-progress (WIP), finished goods, equipment, and even designated areas within the facility.

**2. Tagging System Requirements**

**The tagging system must meet the following requirements:**

* Uniqueness: Each tag must have a unique identifier. Duplicate tags are unacceptable.
* Legibility: Tags must be clearly legible and durable enough to withstand the manufacturing environment (e.g., moisture, temperature fluctuations).
* Durability: Tags must be made of materials resistant to the specific conditions of their environment (e.g., waterproof, freezer-resistant).
* Standardization: A standardized format should be used for all tags, including relevant information fields (see Section 3).
* Traceability: The tagging system must allow for complete traceability of materials and products throughout the entire production process.
* Compliance: The system must comply with all relevant food safety regulations, including but not limited to HACCP, GMP, and any specific regulations for the country of operation.

**3. Tagging Information**

**Each tag must include the following information:**

* Unique Identification Number (UIN): A unique alphanumeric code assigned to each item. This UIN should be traceable to a database containing complete information about the item.
* Product Name/Description: The name or description of the product or material.
* Batch Number/Lot Number: The specific batch or lot number to which the item belongs.
* Date of Manufacture/Packaging: The date the item was manufactured or packaged.
* Expiry Date (if applicable): The date after which the item should not be used.
* Storage Instructions (if applicable): Specific instructions for storing the item to maintain its quality and safety.
* Supplier Information (for raw materials): The name and contact information of the supplier.

**4. Tagging Procedures**

* Raw Materials: Tags should be attached to raw materials upon receipt, verifying against delivery documentation.
* Work-in-Progress (WIP): Tags should be applied at each stage of the production process to maintain traceability.
* Finished Goods: Tags should be affixed to finished goods before packaging and storage.
* Equipment: Major equipment should be tagged with identification numbers for maintenance and calibration records.
* Designated Areas: Specific areas within the facility (e.g., storage areas, processing zones) may require identification tags.

**5. Compliance Notes**

* Adherence to the Global Food Safety Initiative (GFSI) standards is highly recommended.
* Maintain detailed records of all tagged items in a central database.
* Regularly audit the tagging system to ensure its effectiveness and compliance.
* Employ a system for managing and disposing of outdated tags.

**6. Practical Guidelines**

* Use barcode or RFID technology to streamline the tagging process and improve efficiency.
* Train all employees on proper tagging procedures.
* Implement a system for reporting and resolving tagging discrepancies.
* Regularly review and update the tagging system to reflect changes in processes or regulations.