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**Documentation and Traceability**

This document details the importance of comprehensive documentation and traceability systems for food products manufactured under NIC Code 10101. Robust documentation provides evidence of compliance, enables effective problem-solving, and ensures consumer safety.

1. Documentation Requirements

Comprehensive documentation is required at every stage of the food production process, from raw material sourcing to finished product distribution. This includes:

* Raw Material Records: Information on suppliers, origin, quality certificates, and testing results for raw materials.
* Manufacturing Records: Detailed records of production processes, including batch numbers, dates, time, equipment used, and personnel involved.
* Testing Records: Complete documentation of all testing conducted, including methods, results, and interpretations. See previous sections for more detailed specifications.
* Packaging Records: Details about packaging materials, labeling, and packaging procedures.
* Distribution Records: Information on the distribution of finished products, including shipment dates, destinations, and customers.
* Complaint Handling Records: Documentation of consumer complaints, investigations, and corrective actions.
* Calibration and Maintenance Records: Records of calibration, maintenance, and repair of all equipment used in the process.

2. Traceability System

* robust traceability system is essential for tracking food products through the entire supply chain. This allows for quick identification and removal of contaminated or defective products in case of a recall. Key aspects of a traceability system include:
* Unique Identification: Assigning unique identifiers (e.g., batch numbers, lot numbers) to each batch of products.
* Data Capture and Storage: Efficiently capturing and storing all relevant data related to the products. This often involves computerized systems.
* Data Access and Retrieval: Easy access to data for tracing products from origin to consumer.
* Data Integration: Integration of data from different parts of the supply chain.

3. Record Retention

Records should be retained for a specified period, complying with legal requirements and industry best practices. This period varies depending on the type of record and applicable regulations.

4. Documentation Management System

* well-defined documentation management system is crucial for ensuring the accuracy, completeness, and accessibility of all records. This system should include procedures for:
* Document Creation and Review: Establishing procedures for creating, reviewing, approving, and distributing documents.
* Document Storage and Retrieval: Implementing a system for storing and retrieving documents efficiently. This may involve paper-based files or electronic document management systems.
* Document Version Control: Maintaining control over document versions to ensure that only the most current versions are used.
* Document Archiving: Procedures for archiving documents according to retention policies.

5. Compliance and Audits

Regular internal audits and external inspections will assess the effectiveness of the documentation and traceability system. Corrective actions should be promptly implemented to address any deficiencies identified. Maintaining accurate and readily accessible records is essential for demonstrating compliance with regulatory requirements.