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**Listing & Classification of Materials**

**1. Introduction**

This document outlines the procedures for listing and classifying all materials used in the food manufacturing process under NIC Code 10101. Proper material management is critical for ensuring food safety, quality, and regulatory compliance.

**2. Material Identification and Tracking**

* Unique Identification: Each material will be assigned a unique identification number.
* Material Specifications: Detailed specifications for each material will be maintained, including chemical composition, physical properties, and intended use.
* Supplier Information: Information about the supplier of each material will be recorded, including contact details and quality certifications.
* Batch Number Tracking: Each batch of material will be identified with a unique batch number, facilitating traceability throughout the production process.

**3. Material Classification**

* Raw Materials: Ingredients used directly in the food product.
* Packaging Materials: Materials used for packaging the final product (e.g., containers, labels).
* Cleaning and Sanitation Supplies: Chemicals and materials used for cleaning and sanitizing equipment and facilities.
* Other Materials: All other materials used in the production process (e.g., lubricants, spare parts).

**4. Material Approval**

* Supplier Approval: Suppliers of raw materials will be assessed and approved based on their quality systems, food safety practices, and ability to meet specifications.
* Material Approval: Each material will be approved before use, ensuring it meets specified quality standards and safety requirements.
* Testing and Analysis: Materials may be subjected to testing and analysis to verify their quality and compliance with specifications.

**5. Material Inventory Management**

* Inventory Control: Maintain an accurate inventory of all materials, including quantities on hand and location.
* First-In, First-Out (FIFO): Implement a FIFO system for managing inventory to ensure that older materials are used before newer materials.
* Storage and Handling: Materials will be stored and handled according to their specific requirements to prevent contamination or degradation.

**6. Compliance Notes**

* Compliance with all applicable food safety regulations, including regulations related to the use of food additives and other ingredients, is mandatory.
* Proper record-keeping is essential for traceability and compliance.
* Regular review of supplier performance and material specifications is crucial to maintain quality and safety.

**7. Practical Guidelines**

* Implement a computerized material management system to streamline inventory control and tracking.
* Develop standardized procedures for material handling, storage, and disposal.
* Conduct regular inspections of storage areas to ensure materials are properly stored and protected from contamination.

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