NAME OF THE ORGANIZATION		Doc.No. ABC/PR/03
TITLE	**TRACEABILITY**	ISSUE NO : 1.0 REVISION NO.: 00 Issue Date: 01 Sept. 2022

PROCEDURE FOR TRACEABILITY

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

NAME OF THE ORGANIZATION		Doc.No. ABC/PR/03
TITLE	**TRACEABILITY**	ISSUE NO : 1.0 REVISION NO.: 00 Issue Date: 01 Sept. 2022

AMENDMENT RECORD SHEET

Issue No.1.0					Date 01.09.2022
SI No	Document No	Current Revision			Nature of Change
		Issue No	Rev.No.	Date	

1.0 PURPOSE:

- To lay down a procedure to specify a means of product identification at all stages from receipt, production and delivery including the product status. Enabling traceability of the product in the food chain.

2.0 SCOPE:

- It applies to identification and traceability of purchased raw materials; processed materials and finished products and packing materials.

3.0 RESPONSIBILITY:

- Allocation of batch No-Packing In charge
- Traceability-Unit In charges-QC Personnel.

4.0 PROCEDURE

- At all stages of handling the raw materials and processed materials are identified by lotnumbers/ code.
- At the end of each inspection and testing, the inspection and test status is provided asper documented procedure.
- Traceability is established from raw material to finished product for all batches and batch records are maintained.
- Any unidentified item located in store/ production shop is re-inspected/ checked against the specification to ensure correct identification.
- The traceability system established for products is as follows.

Product Name

The systems for batch Number location for the above items are as follows.

Product name -   WO-XXX (Sl.no)

- This numbering is followed for all unit packs such as Pouches/ Tins/ tankers.
- The serial number will be started from one in every financial year.
- Effectiveness of procedure is being checked once in a year by conducting traceability test of forward and backward..

5.0   Reference: NONEl
6.0   Records

6.1 Mock traceability Record.