

NAME OF THE COMPANY		Doc.No. ABC/PR/03
TITLE	PROCEDURE FOR 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			

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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:

This 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 lot numbers/ code.

At the end of each inspection and testing, the inspection and test status is provided as per 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)

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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: Nil

6.0 Records

6.1 Mock traceability Record.