

<b>NAME OF THE COMPANY</b>		Doc.No. ABC/PR/03 <b>FSSC 22000 V 5.1</b>
TITLE	<b>PROCEDURE FOR TRACEABILITY</b>	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

**TRACEABILITY**

	<b>Prepared by</b>	<b>Reviewed By</b>	<b>Approved by</b>
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<b>Date</b>			
<b>Signature</b>			



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### 1.0 Objective:

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)

This numbering is followed for all unit packs such as Pouches/ Tins/ tankers.

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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.