

SOP TRACEABILITY SYSTEM

DEPARTMENTS		DATE OF IMPLEMENTATION	
PROCESS OWNER		DOCUMENT REFERENCES	

PURPOSE

- i. To provide the system of identification in product and process involved.
- ii. To verify and identify the initial until end process of the product.

SCOPE

The procedure applicable to:

- i. All items and products purchased for the company.
- ii. The initial until the end process of the product.

PROCEDURES

No.	Description	Task
1.	i. Identify the process of product from initial until the end. ii. Check with the database system for the reference.	Halal Department

2.	i. Trace the process in the database system. ii. Check with the internal and external parties involved with the process.	Procurement Department
3.	i. Segregate items involved and put at the quarantine area for further action. ii. Documented all the records.	IHC

RECORDS

TRACEABILITY SYSTEM	PROCESS	
Invoice Resit of purchasing Halal certification	Purchasing raw materials	PRE- PRODUCTION
Delivery order (DO) Certificate of analysis (CoA)	Receiving raw materials	
Stock card Checklist incoming raw materials Original packing label	Storing raw materials	

Release record Formulation record Batch manufacturing record	Production	PRODUCTION
Name and address of halal certification holder Batch number Expiring date	Packaging	
Stock card Release note	Storing end products	
Transportation Contract (if applicable) Distribution note/record	Distribution	POST- PRODUCTION
Packaging label Batch number/barcode Customer complaint record	Wholesaler, retailer, consumer	

Customer Complaint Log				
Reference Number	Complaint Keywords	Received On	Resolved On	Comments