


Identification and Traceability Control Procedures

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List of Document Revision				
Revised Date	Revised Content	Original Version	Revised Version	Updated By
20/05/2022	Initial Release	Version A time 0	Version A time 0	Xiao Jianbin
10/03/2023	Previously writing mandarin is now changed to 3 languages namely English, Mandarin and Indonesian.	Version A time 0	Version A time 1	Ma Weilei
09/10/2023	Divide the previous version into three and rewrite it according to the Chinese, English and Indonesian versions	Version A time 1	Version A time 2	Elia
08/04/2024	To change PMC to Supply Chain and Quality Control to Quality.	Version A time 2	Version A time 3	Elia

1. Objective

Use documents or identification to make products identifiable at all stages, so as to meet the requirements of identification and traceability.

2. Scope

This procedure applies to the identification of the company's site, intake, process, packaging, shipment and other stages and customer property.

3. Responsible

- 3.1 The Supply Chain department is responsible for the identification and isolation of raw and auxiliary materials, inventory products and customer property (referring to material information, inspection status, etc.).
- 3.2 Each production workshop of the production department is responsible for the on-site material identification, area division identification, process product status identification and finished product identification of the workshop.
- 3.3 The Quality department is responsible for providing finished product qualified labels, work-in-progress and finished product non-conforming product identification, and outbound finished product label replacement.
- 3.4 The Quality Department is responsible for the preparation and revision of this procedure document.

4. Definition

NA

5. Content

5.1 Site identification

- 5.1.1 Warehouse: The warehouse site is divided into "areas to be inspected", "qualified products", "non-conforming products" areas or hanging signs, and the products are stored in different areas according to the test results.

- 5.1.2 Workshop: The production workshop is divided into different areas and identifications, such as "non-conforming product area", "area to be inspected", "semi-finished product area", "finished product area", etc.

5.2 Identification of raw and auxiliary materials

5.2.1 Feed identification

5.2.1.1 Items should be purchased in the contract to require the supplier to provide the following:

- a) Non-additive auxiliary materials need to provide: manufacturer name, product name, specification, quantity, production date and with inspection report or quality certificate.
- b) Additive auxiliary materials: production plant name, factory address, product name, "food additive" word, category, trademark, net content, batch number or production date, production license number, "QS" quality and safety mark and implementation standard number, etc. If the arrival auxiliary material label does not contain the above information, it will be judged as a non-conforming product and shall be implemented in accordance with the "Non-conforming Product Control Procedure".

5.2.1.2 The warehouse checks the appearance mark and quantity of incoming materials, and fills in the "Inspection Form" to notify the inspection personnel of the Quality department for incoming material inspection, and after the inspection is completed, the Quality department issues an "Inspection Report" and files it in a shared folder.

5.2.1.3 The incoming inspection status mark is responsible for the warehousing department, and when the inspection has not been completed, the inspection status column is to be inspected; After the inspection is qualified, the inspection status column is qualified; When the inspection is unqualified, the inspection status column is unqualified, and the unqualified materials need to be isolated, and

then implemented by the relevant departments in accordance with the "Non-conforming Product Control Procedures".

5.2.2 Inventory identification

5.2.2.1 When raw and auxiliary materials are put into storage, the storage department shall confirm the identification on the outer packaging of raw and auxiliary materials, set up a material identification card, indicate the name, quantity, batch, inspection status and other information of the material, and store it in categories.

5.2.2.2 For the storage or use of raw and auxiliary materials with special requirements, they should be marked on the material identification card.

5.2.2.3 Raw and auxiliary materials with unknown labels on the outer packaging shall be stored separately with "unidentified" and reported to the relevant departments for confirmation.

5.2.2.4 If the raw and auxiliary materials with damaged outer packaging can be returned, contact the purchasing department to return them, and if they cannot be returned, they need to supplement the necessary protective measures and mark them on the material identification card.

5.3 Identification of semi-finished products

The tobacco powder workshop identifies the semi-finished products produced, indicating the product model, production batch number, weight, class and other information. Half The finished products are inspected and qualified by the Quality department, and the production department and warehousing department handle the warehousing procedures; When unqualified, it shall be controlled according to the "Non-conforming Product Program" execution.

5.4 Finished product identification

5.4.1 In finished products: the Quality department is responsible for the printing and identification of the labels of finished products; When the online

inspection is judged to be qualified, the qualified label is pasted, and the qualified finished product can be stored normally; When the online inspection determines that it is unqualified, the unqualified label is pasted, and the unqualified finished product is isolated by the production department, and processed according to the product control specifications or according to the actual production.

- 5.4.2 Finished products in the warehouse: the Quality department makes a comprehensive judgment according to the results of online inspection, offline inspection, internal quality assessment and other results against the technical standards of each model of products; Notify the warehousing department to handle warehousing when qualified, notify the warehousing department for isolation when it is unqualified, and inform the relevant departments to implement it in accordance with the "Non-conforming Product Control Procedure".

5.5 Customer property identification

5.6 Product traceability

- 5.6.1 When the production site finds that the raw and auxiliary materials have quality problems, it is necessary to isolate and notify the Quality department, take samples and compare and inspect with the retained samples, if it is confirmed that it is qualified, it can continue to be used, and if it is unqualified, it will be implemented in accordance with the "Non-conforming Product Control Procedure".
- 5.6.2 When it is found that there are quality problems in semi-finished products and work-in-progress, the cause is traced back according to the identification information of the workshop.
- 5.6.3 When quality problems are found in the finished product, the cause is traced back through the production date, shift category, box number and other information of the product certificate, as detailed in the "Corrective and Corrective Action Control Procedures".

6. Related documents

- 6.1 WII/QP-14 Customer Property Control Procedures
- 6.2 WII/QP-17 "Nonconforming Product Control Procedure"
- 6.3 WII/QP-21 Corrective and corrective action control procedures

7. Related records

NA