1. SCOPE
   1. Employees involved in receiving, production, warehousing, shipping and recall
2. PURPOSE
3. To ensure that Tijule has a documented procedure in place for properly documenting its ability to identify product lots and their relation to batches of raw materials, packaging materials, processing activities, delivery and shipping records which are associated with the manufacture and subsequent distribution. The location of its product within the supply chain and also to determine the source of the Raw Material involved in the production of that product.
4. PROCEDURE
5. Responsibility.
6. Production Supervisor/Quality Personnel/Functional Personnel
7. Receive raw material and capture the information on the Raw Material Monitoring form.
8. All samples received for Product Development must be labeled before storing.
9. Critical information to document on the form is the;
   1. Supplier name.
   2. Date of delivery.
   3. Quantity and source of the raw material.
   4. Type of raw material
10. Records will be retained for the lifecycle of the product or the timeframe required by regulatory bodies, or customer requirements where applicable. Refer to: **Master List of Records (MLR-001).**

[**..\..\..\FORMS\Masterlist of FoodSafetyRecords\Master List of Records.docx**](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Masterlist%20of%20FoodSafetyRecords\Master%20List%20of%20Records.docx)

1. Stores Supervisor /Functional Personnel
2. For semi-processed material, they are washed and stored in drums except for thyme and pimento which do not go through the washing process.
3. Drums are labeled on the same day with the following information;
4. Supplier name.
5. Date of delivery.
6. Quantity and type of raw material.
7. Based on production needs, Semi Processed materials are issued and information from the drum label is recorded on the product material sheet as it relates to the particular batch being made.
8. Records product name and code on PMS
9. Ingredients and packaging materials received are documented on the Ingredients and Packaging Receiving Form
10. Production supervisor
11. Signs off on Product Material Sheet (PMS)
12. Line Supervisors
13. Ensure product code is recorded on carton boxes
14. Labelers/Functional Personnel
15. During labeling the product code is applied to the primary package along with the best before date. All bottled products must be coded within five (5) days after production
16. Warehouse Supervisor /Functional Personnel
17. Record product name, product code, quantity and date of receival.
18. Upon distribution Generate Packaging Slip with name and address of consignee, product name and quantity to be distributed and a copy is returned to the Marketing Rep
19. Sales and Marketing Representative/ Functional Personnel
20. Prepare letters to the Distributors to indicate requirement to sell to retailers per code.
21. When the information is received via email a letter of acknowledgement is sent to the consumer.
22. Distributors
23. Upon receiving the goods records, product name, code quantity and date are recorded.
24. Upon dispatching, the distributors record the product code and quantity and date dispatched to each retailer.
25. RECORDS

Product Material Sheet

[..\..\..\FORMS\MS Forms\Product Material Sheet\Product Material Sheet.docx](file:///F:\Stuff\BACKUPS\Backup%20December%208,%202016\FSSC%2022000%20Management%20System\FORMS\MS%20Forms\Product%20Material%20Sheet\Product%20Material%20Sheet.docx)

Ackee Receival Form

[..\..\..\FORMS\CCP Forms\Ackee\Monitoring form for Ackee Receival\Monitoring form for Ackee Receival.docx](file:///F:\Stuff\BACKUPS\Backup%20December%208,%202016\FSSC%2022000%20Management%20System\FORMS\CCP%20Forms\Ackee\Monitoring%20form%20for%20Ackee%20Receival\Monitoring%20form%20for%20Ackee%20Receival.docx)

Raw Material Receival Form

[..\..\..\FORMS\Raw Material Monitoring Form\Raw Material Monitoring Form.docx](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Raw%20Material%20Monitoring%20Form\Raw%20Material%20Monitoring%20Form.docx)

Packaging Slip

[..\..\..\FORMS\Blank Packing Slip.docx](file:///F:\Stuff\BACKUPS\Backup%20December%208,%202016\FSSC%2022000%20Management%20System\FORMS\Blank%20Packing%20Slip.docx)

Warehouse Receival log book (located in warehouse)

1. REFERENCES

[Mock Recall](file:///\\DC1\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\ManagementSystemProcedures\MockRecall\Mock%20Recall.docx)

[..\MockRecall\Mock Recall.docx](file:///F:\Stuff\BACKUPS\Backup%20December%208,%202016\FSSC%2022000%20Management%20System\PROCEDURES\ManagementSystemProcedures\MockRecall\Mock%20Recall.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
|  | Owen Glave and Food Safety Team | Food Safety Team | August 22, 2017 |