Central Production Unit Food Safety & Quality Management System
Traceability

Purpose and scope
Support the traceability systems required to effectively trace all raw materials including primary packaging from suppliers through all stages of processing and distribution to customers (forward traceability) and vice versa (backward traceability).

Responsibilities

Responsible Person (s)	Responsibility
Site Manager	Responsible for the implementation of traceability requirements. Conducting traceability tests including mass balance tests across the range of products to ensure traceability can be demonstrated and achieved. Ensure all staff are trained for the traceability activities they are undertaking. Responsible for identifying raw materials and finished goods to ensure traceability, and recording paperwork are completed accurately.
Senior Management	To ensure the teams have the required training and resources to adopt and deliver the traceability procedures.

Procedure details
All the raw materials included primary packaging are recorded on delivery, indicating supplier, quantities, batch codes and use by dates/best before dates using the Incoming Goods Traceability Log Sheet.

The quantities required for production are picked using the Daily Pick Log. Batch codes and use by/best before days must be recorded. A first in first out system will be followed, ensuring that old batches are used first.

Finished goods should be labelled individually with production date as well as their date code (Use By or Best Before depending on the product). Finished goods are stored in the appropriate storage areas to await dispatch to the customer. Details of finishes good must be recorded on the Daily Delivery Sheet, which includes quantities ordered for each customer.

Traceability test
The traceability system (backwards and forwards) will be tested every quarter by the site. Where different menu ranges are produced at each site, a product from each menu range must be tested within the year. This exercise needs to be achieved within 4 hours. The test must also include a mass balance exercise to be able to account for the usage of a full batch of a raw material (not included within the 4 hours). This should help to ensure that the traceability systems are operating effe___
should a product withdrawal or recall be required.

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Backward traceability
1. A finished product from the previous month will be selected.
2. All the relevant production paperwork from intake to despatch for that finished product will be checked, including recipes, raw materials (including packaging) and suppliers.

Forward traceability
1. A raw material from the pick sheets from the previous month will be selected.

2. All the finished products where that raw material was used will be recorded.
3. All the relevant production paperwork from intake to despatch for one of those finished products will be checked including recipes, raw materials (including packaging) and customers.

Mass balance

1. Select a batch code of a specific raw material.
2. Identify the quantity supplied under that batch code.
3. Identify the products in which the ingredient is used.
4. Identify the quantities of the selected batch used in each product.
5. Calculate the quantity of any unused part of the batch.
6. Reconcile the quantity delivered against the amounts used plus any unused stock.

It is unlikely that the exercises will be able to account for all materials to 100% accuracy so justifications on any discrepancies must be recorded to understand the variance.

If any of these traceability test fails, the site manager must be informed so corrective actions can be implemented, and the frequency of the test should be increased.

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