	Annamrita-Food as pure as nectar		
	Document Name	Traceability	
	Document Number	AF/SOP/13	Date of Issue
	Version	1.00	Page
			01/10/2018
			1 of 2

Traceability

❖ Purpose & Scope:

To establish and maintain a link between all the activities of AF MDM programme. This procedure will help to set/check authenticity of FSMS at AF, customer complaint/feedback handling, support during product recall and withdrawal.

❖ Responsibility

- **Supervisor/Cooking team:** follow the procedure and collect evidences for assurance of FSMS. In case of any variation implementation of corrective methods, Inform BM/ABM for any variation.
- **BM/ABM:** To review traceability exercise output and provide necessary resources for continual improvement.


❖ PROCEDURE

To enable AF to trace all raw material product lots from its suppliers through all the stages of processing and despatch to the schools and vice versa.

The IFRF test the traceability across the range of product groups to ensure traceability can be determined from the raw material to finished product and vice versa including quantity check/mass balance. Backward traceability exercise conducted on monthly basis and forward traceability conducted twice in a year. Results retained for inspection and continual improvement.

	Product Identification and Traceability - Backward	Responsibility	Record
1.1.	For backward traceability the final product code is taken as the batch code. Selected randomly from any school delivery for the day.	Dispatch Supervisor	Route Plan
1.2.	The Vehicle in out report checked for particular school delivery on time and Daily Dabba List checked for total production details..	Dispatch Supervisor	Vehicle In out Record/ Daily Dabba List
1.3.	Daily Kitchen Report checked for batch code and other practices for maintenance of FSMS at AF	Production Supervisor	Daily Kitchen Report
1.4.	Other Departmental records also verified for a particular day to access their departmental performance during production.	Departmental Supervisor	Departmental records
1.5.	Daily Kitchen Consumption is referred for assessment of consumable and raw material quantity used for a particular batch production.	Stores Supervisor	Daily Kitchen Consumption record
1.6.	Identified lot, number of raw material issued for production on that particular day Randomly raw material selected for further assessment of link towards supplier.	Stores Supervisor	Stock Register
1.7.	Supplier of particular lot no noted down and purchase record(approved vendor list, vendor evaluation/re-evaluation) verified for his authenticity as per FSMS requirement.	Store supervisor	Incoming material register approved vendor list, vendor evaluation/re-evaluation
1.8.	Mass balance checked while consideration similarity between total production against total raw material consumed , including wastages.	BM/ABM	Mock Withdrawal Traceability record

	Product Identification and Traceability _ Forward	Responsibility	Record
--	---	----------------	--------

	Annamrita-Food as pure as nectar			
	Document Name	Traceability		
	Document Number	AF/SOP/13	Date of Issue	01/10/2018
	Version	1.00	Page	2 of 2

1.9.	For forward traceability one supplier/raw material lot selected for traceability exercise	Stores Supervisor	Stock Record
1.10.	The total quantity of particular raw material lot no tracked by Daily Kitchen Consumption Reports from initial issue of respective lot no to the last issue of the lot (This may consider for 1-7 days records)	Store Supervisor	Stock Register/ Daily Kitchen Consumption Report/tax invoice
1.11.	With respect to Daily Kitchen Consumption Report of RM daily kitchen records checked/reviewed. Batch Code of finished goods noted for further investigations.	Production Supervisor	Daly Kitchen Consumption Record/Daily Kitchen Record
1.12.	Other Departmental records also verified for a particular day to access their departmental performance during production.	Departmental Supervisor	Departmental records
1.13.	Daily Kitchen Report checked for batch code and other practices for maintenance of FSMS at AF	Production Supervisor	Daily Kitchen Report
1.14.	The Vehicle in out report checked for particular school delivery on time and Daily Dabba List checked for total production details..	Dispatch Supervisor	Vehicle In out Record/ Daily Dabba List
1.15.	Daily route plan checked for details about schools and quantities delivered.	Dispatch Supervisor	Route Plan
1.16.	Mass balance checked while consideration similarity between total production against total raw material consumed, including wastages.	BM/ABM	Mock Withdrawal Traceability record

RECORDS:

Mock Withdrawal/Traceability Record