

SALSA Requirement: “The business shall have a documented procedure and records to identify and trace all raw materials, including food contact packaging, from suppliers through all stages of production to the point of despatch and, where appropriate, delivery to known customers and vice versa.”

Why?

It is a legal requirement to be able to trace back to the suppliers of all your food raw materials and forward to your customers. SALSA also requires you to trace through the production process to identify the batches of raw materials used in particular batches of finished products. Traceability is there to identify which products are made with which batches of raw materials, to assist you in the event of a product recall or other safety/quality issue resulting in quarantined product.

Tools

- 🕒 A list of all food raw materials used in your business, by supplier
- 🕒 A list of all your customers and the products they purchase from you
- 🕒 Clear labelling for **all** food raw materials including packaging
- 🕒 Goods-in records
- 🕒 Production records
- 🕒 Despatch records (include method of despatch & reference to finished product batch codes)
- 🕒 Identification of your finished product batches

Tips

- 🕒 Using your flow process diagram (see 2.2) can help to illustrate how traceability needs to work on your site
- 🕒 Record batch codes for all food raw materials on arrival
- 🕒 Make sure ingredient batch codes are clearly visible before putting away
- 🕒 Label ingredients once they are out of their original packaging
- 🕒 Consider how to trace bulk materials such as flour or milk if they are added to residual stock in silos
- 🕒 For ‘continuous’ processes, identify what constitutes a traceable ‘batch’ for potential quarantine or recall
- 🕒 You can use your own batch numbers to help you in following a raw material or finished product through production as long as it’s clear how this number relates to incoming goods.

What do I need to do?

- You must be able to show how you can trace both backwards and forwards all food raw materials, re-worked and/or semi-processed products, processing aids and food contact packaging, throughout all stages of production, processing and distribution.
- You need documents that explain what methods you use to trace and track your materials. It can help to have a summary sheet for all the records/forms you use to trace your materials, eg:
 - For all food raw materials and food contact packaging – Goods-in procedure
 - For materials to Work in Progress (WIP) to finished products – Production records
 - Finished product to customers - Despatch records

3.4.1. Traceability - System

- Your traceability system will start with your Goods-in records. Keep records of:
 - What material is being delivered and date of delivery
 - Batch numbers and/or durability dates of raw materials/ food contact packaging
 - Who has supplied those materials
 - The quantity delivered (important if you choose to use mass balance, see 3.4.2)
- Consider how you will follow your raw materials through the manufacturing process. You may choose to use daily production record forms (see below) or you could record first and last use of a material on a simple record that then relates to daily records of product manufactured.
- You will need to take account of semi-processed materials and intermediates (*ie* cooked vegetables or pasta or pastry made on site and used in a number of products,) and re-work (*ie* offcuts of pastry used in the next pastry batch).
- For re-work, keep the batch code from the original production and when it is used again, add the amount and original batch code to the Production record. Make sure you follow your own rules for maximum quantity of re-work that can be re-used in a production run.
- A **Production record form** can be used to show the date of production, finished product batch numbers and the batch numbers of the raw materials, processing aids and food contact packaging used to manufacture a particular finished product.
 - Include a note that ‘batch details’ for finished product, all raw materials and food contact packaging used in production need to be recorded on the Production record form as part of your ‘documented procedure’.
- **Despatch record form** showing the finished product batch number and the customer name/address which the product has been sent to, along with the method of despatch.
- Use your written procedure to train staff so they understand the importance of Traceability.

Example

- The following three examples show extracts from simple forms you could use to capture traceability information for raw materials, food contact packaging and finished product.
- Don’t forget to include ALL your traceability forms in your Document Control systems, see 3.7.1
- You will need to decide where you record your Traceability information. For example, you might include it on Process Control sheets if you have space; you don’t have to have separate forms for all requirements.

Example 1: Goods-in Record form

PO Number	Date	Product delivered	Supplier batch number	Best before/ Use by date	Qty	Internal Batch Number assigned
12345	01/06/2018	Caster Sugar	SL2458	02/08/2019	50kg	CS0001
13567	01/06/2018	Cake Case	23457	n/a	1000	CC1113
<i>etc.....</i>						

Example 2: Production Record form

Product manufactured:	Cake Base 1 (frozen)	Date:	11/06/2018
Finished product batch number:	102030	Best Before date:	11/11/2018
Ingredients used	Internal Batch Number	Qty used	Operator
Flour	F0003	500g	SF
Caster Sugar	CS0001	200g	SF
Sodium Bicarb	SB0008	5g	SF
Water	Mains 11/06/2018	0.5 L	SF
Eggs	E0004	5	SF
Cocoa Powder	CP0002	10g	SF
Cake Case	CC1113	1	SF
Total made	1 kg		
Checked by:	Name/signature. ...Lisa B		
Date:	11/6/2018		

Example 3: Despatch Record form

Date	Purchase Order Number/ Invoice Number	Customer	Product	Batch number	Best before/ Use by date	Qty
05/10/2018	23456	S Foods	Cake Base 1	102030	11/11/2018	1kg

Need more help?

- See **Tools & Tips** 1.6.3 Goods-in Procedure; 3.4.2 Traceability – Trace test.
- **SALSA Guidance Notes** for 3.4.1 Traceability system