> **SALSA Requirement:** "Traceability of products and ingredients shall be tested each way at least annually, and more frequently if there are known risks in the supply chain."

Why?

Testing your traceability system is important to demonstrate that it is working correctly. A successful test provides you with confidence that, in the event of an issue or incident, you can trace your materials and products effectively.

Tools

- Records to capture details of all goods delivered such as product, supplier, batch code, durability date, quantity *etc*, on a 'Goods-in' form or computer spreadsheet
- Records from Production to show batch number for finished product and all raw materials and food contact packaging batches used
- Records to capture details of all products despatched to your customers, including recording of finished product batch codes, date despatched, method of despatch *etc*
- Records of food waste

Tips

- Use a Traceability Summary sheet to help record the results of the test.
- If your Traceability test was not successful - it's not the end of the world. Find out what went wrong and take Corrective Action to resolve the problem.
- Don't forget to test again, after you have corrected the issue, if it didn't work first time around.

What do I need to do?

- You need to carry out both a 'backwards' and a 'forwards' Traceability test each year.
- A 'backwards' test means tracing backwards from a finished product to all the raw material batches (and their suppliers), including food contact packaging, used to make that product.
- A 'forwards' test takes a batch of raw material and traces forwards to all the products made with that material. You should also be able to trace a batch of finished product forwards to the customers you sent it to and when. This links to a test of your Product Recall procedure, see 3.5.2.
- Keep a copy of all the records you used to do your trace test so you can show your SALSA Auditor.
- Record the result of the test and the action(s) you took to resolve any issues raised.

Example

- Depending on how you record the traceability details for your materials and products you may need the following records:
- **Backwards traceability test:**
  - Despatch paperwork with production batch code for a finished product (you may record the actual batches/date codes sent on a separate form).
  - Production sheet with relevant production batch code that shows what raw materials and food contact packaging batch codes were used.
  - Goods-in sheets for all ingredients and food contact packaging batch codes used to manufacture that finished product.

- **Forwards traceability test:**
  - Delivery notes/ Goods-in records - showing batch codes for the raw material you have chosen to trace
    - Delivery notes don't always show the batch codes but you need to show how you are tracing that raw material; you could assign a code or use its delivery date
    - You might also have a Certificate of Analysis or Certificate of Conformity, showing batch codes
  - Production sheets showing where the raw material has been used to manufacture finished products and the code of the finished product made
  - Despatch paperwork showing how you can trace one of the finished product batches onwards to the customers who received it, and when. Check you can follow the quantity manufactured onwards to customers, to stock or to waste.

Need more help?

- See *Tools & Tips* for 3.4.1 Traceability - Procedure; 3.3.1 Non-Compliance - Corrective Action
- **SALSA Guidance Notes** 3.4.1 and 3.4.2. Traceability

Further work – The Mass Balance Test

- You may have read or heard the term 'Mass Balance'. This is a useful addition to your traceability tests. It means being able to account for 100% of a raw material through to finished products.
- It is not a requirement for SALSA but something to consider for your own benefit.
- Mass Balance helps you to see where the raw materials you buy go to, and might even save you money by identifying where wastage occurs.
- You will need to identify how much raw material you have delivered and record quantities as it is used through your processing sheet.

Simple Example:
- You purchase a batch of caster sugar.
  - Supplier Batch Number: SL2458
  - Internal Batch Number: CS0001
  - Best Before Date: 02/08/2019
  - Quantity Delivered: 50kg
- Checking your recipes, you know that caster sugar is only used in 'Cake Base 1'.
- Checking your production records you find:
- **Cake Base 1**
  - Made 1/1/18 <u>Batch No: 18101 (</u>Best Before date: 01/04/2018) - quality used: 2500g
  - Made 3/1/18 <u>Batch No: 18103 (</u>Best Before date: 03/04/2018) - quality used: 2500g
  - Made 4/1/18 <u>Batch No: 18104 (</u>Best Before date: 04/04/2018) - quality used: 2500g
- In stock you have 42kg
- So, in total that covers 49.5kg of original batch and 500g is unaccounted for.
- The next time Cake Base 1 is made, you might then observe and find that the measuring process results in a little sugar lost each time through wastage.