SALSA Requirement: *The business shall have a system of traceability with the ability to trace and follow all raw materials from source to distribution of product.*

The law says, you must have a system to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution.

Background:
It is necessary to establish a comprehensive system of traceability to allow effective identification of products to withdraw or recall due to a food safety problem and to provide accurate information to consumers or authorities. The key information about any material is its batch identity, its location, its quantity and its safety status, where it came from and where it went.

Equipment and Materials Needed:
A method of recording the required information about purchased ingredients and packaging materials on receipt and to include your product batch code details on existing production and despatch records. A robust and clear labelling system for all materials and products in storage is essential. You may find a flowchart of your operation will help you visualise your process.

Procedure:
The following procedure includes the records you will need to take from goods in to goods out.

- Record the details of each batch of incoming ingredient and food contact packaging on a ‘goods in’ sheet. Include date of delivery, supplier name, ingredient name, supplier’s batch code, quantity delivered and expiry date of the material.
- It is also useful to record that you have inspected the delivery and that it is undamaged and in a fit and hygienic state.
- Ensure each bag, box or container of material is clearly labelled with a code before it is put away or used in production.
- Consider how bulk materials such as flour or milk can be traced if fresh deliveries are added to residual stock in the same silo.
- If production is continuous, identify what constitutes a batch for traceability and potential product quarantine or recall.
- Materials from storage should be used in rotation, i.e. first in, first out (FIFO principal).
- Record the batch code and quantity of each material removed from store. If the material is returned to store, record quantity and keep in rotation for the next time.
- Record batch codes and quantities of each material in a mix. The mix must be given its own batch code and this should be recorded on a batch sheet or include on your existing production record.
- Finished products packs (retail and/or wholesaleouters), must be marked with a batch code that is cross-referenced and traceable to the production, mixing, materials usage and goods in records. This code is normally made up of production and or best before dates.
- Record finished product batches on your despatch records to ensure you know where each product went before you lose control of its onward distribution or sale.

**Do**
- Record all batch codes of ingredients and packaging on arrival
- Test the system regularly
- Rotate any stocks of ingredients in a First In – First Out basis.

**Don’t**
- Forget to include food contact packaging materials
- Forget to identify reworked materials as ingredients
- Forget to test you can trace forwards and backwards
**Traceability testing**

Testing the system is the best way of checking it is working before you need to use it – the following procedure is a simple challenge you can do on at least an annual basis.

In some cases it is useful to conduct this test using a recall scenario (mock recall). It is also useful to select a product batch that still has material in stock. This will allow a physical verification of the quantity, location and labelling of the material still under your control. This type of test is known as ‘backwards traceability’.

- Select a random finished product batch code.
- Use production and dispatch records to reconcile quantities manufactured* with quantities delivered.
- Identify all ingredients and packaging used through records of production and goods-in.
- Identify and include any rework used.
- Identify where the ingredients came from and where the products you made were delivered to.

*NB Losses from manufacturing can occur due to normal wastage (eg vegetable peelings), spillage or QC samples. These should be considered when reconciling quantities.

You should also check you can trace forwards from any faulty raw material to all the finished product that might affected. This is known as forwards traceability.
Example Record – 2.4
Traceability information

Below is an example of some forms used to record traceability information. Please use this as a guide to create your own records.

This example provides the typical level of detail a SALSA auditor will be expecting from you to comply with this part of the SALSA standard.

Traceability information can be easily built into your normal records for:

1. Goods in
2. Production
3. Goods out

The following examples show the basic information to include in each form – you will probably add more information that is relevant to your operation.

**Goods in sheet**

<table>
<thead>
<tr>
<th>Date of delivery</th>
<th>Supplier name</th>
<th>Ingredient name</th>
<th>Supplier’s batch code</th>
<th>Quantity delivered</th>
<th>Expiry date</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Production sheet**

<table>
<thead>
<tr>
<th>Date</th>
<th>Product name</th>
<th>Production batch code</th>
<th>Ingredient name</th>
<th>Ingredient batch code</th>
<th>Quantity used</th>
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</table>

**Goods out sheet**

<table>
<thead>
<tr>
<th>Date of despatch</th>
<th>Product name</th>
<th>Production batch code</th>
<th>Quantity despatched</th>
<th>Customer (location/address)</th>
<th>Reference (despatch note /invoice)</th>
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