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| 1. **Purpose & Scope**   The purpose of this document is to provide an understanding on how different batches processed are differentiated to ensure that traceability on site is maintained and will cover all manufacturing steps as per the process flow - receiving of nut in shell from the farm to the dispatch of processed nuts. |
| 1. **Definitions & Abbreviations**   **2.1** HACCP- Hazard Analysis & Critical Control Points  **2.2** GFSI- Global Food Safety Initiative  **2.3** QC- Quality Control  **2.4** COA- Certificate of Analysis |
| 1. **Roles & Responsibility**   **3.1** The HACCP team leader will ensure that a system is created and implemented that will support all food safety and quality management requirements that is aligned with a GFSI recognised scheme.  **3.2** The operations manager will ensure that processes and controls implemented are maintained and followed as it was developed.  **3.3** The Maintenance Manager will ensure that all equipment function and is used as per design.  **3.4** The Maintenance manager will ensure that equipment used for processing, monitoring & measuring are maintained to support the food safety system requirements.  **3.5** Quality control staff on the floor shall ensure that control data is captured at the specified control points for continuous monitoring, due diligence support and traceability. |
| 1. **Procedure**    1. Traceability is initiated through the supplier delivery request. Please note that all suppliers/ growers are pre-approved and linked to a profile where only approved suppliers/ growers have access to the delivery request)   **Unique batch number from the supplier:** \*\*\* - 150825- \*\*  *Supplier unique code (3 letters) - Date request was submitted- Load number*   * 1. On the delivery request stock that will be delivered to site receives a unique batch number that will follow the stock from initial QC approval to receiving, evaluation, sanitizing, curing & silo storage steps as per the process flow document.   2. Silo storage is done according to the variety of the nuts, and thus filling may be done with different unique batch numbers from different suppliers/ growers.   3. The information of each batch added to the silo will be recorded (supplier/ grower batch number details and weight).   4. Mass balance for silo storage will be done on weight, and a calculation will be conducted to take account for moisture loss over time from storage to cracking steps.   5. Once the silo maximum weight has been reached, the silo will be physically capped/ locked at the top to avoid any additional of nuts.   6. Once the silo is closed off, a new batch number will be generated with a QR Code 2.   7. This batch number will be placed at the bottom of the silo as an indication that the silo is closed off/ capped and that the silo is ready for the pre-crack evaluation and cracking steps to follow.   8. **Silo Batch number represented by the QR code 2**:   25-01-1508- S  *Crop Year* -*Silo number*-*Date for initial filling of the silo*-*S (Silo- step in process)*   * 1. When production would like to pull stock from a silo, the pre-crack inspection job card needs to be opened. This is done by scanning the QR code on the silo where stock will sampled from to determine the quality of the product for cracking.   2. After the sample tested was approved, the cracking job card will be triggered and opened.   3. On the cracking job card, the batch number from the silo as well as the batch number for the cracking process will be issued as to confirm the link from one area and process step to the next.   4. **Cracking batch number:**   25-01-1508- C  *Crop Year -Silo number-Date job card for cracking was opened-C (Cracking- step in process)*   * 1. This batch number will follow the product up until initial sort just before the stock sorted is transferred to the trolleys for drying (LOP rooms).   2. Each trolley packed will need to have the exact amount of cheese crates and weight per cheese crate, to be able to move to the LOP room, where this weight is not met, manual input will be done onto the job card. For the sake of keeping trace, the number of full trolleys per style of a particular batch will be recorded. This will also be the information that will need to be presented on each trolley for further processing.   3. **Batch information captured for stock to LOP rooms will be as followed:**   25-4L-1508- D1  *Crop Year -Style-Date job card for cracking was opened-D (Drying- step in process & number of trolley)*   * 1. From the drying rooms , when moisture are at acceptable levels stock will be transferred to the final sort, pasteurization, metal detection and packing steps.   2. Here each trolleys taken from LOP room will be scanned/ lot number recorded onto the final sort & pack job card as to maintain traceability. All of the stock that was transferred and packed on a single day will receive its new and final batch number that will also follow the stock up until dispatch.   3. Final product batch numbers shall be reflected on COAs, pasteurization, metal detection and dispatch records.   4. **Final product batch information:**   25-4L-1508- P1  *Crop Year -Style-Date job card for cracking was opened-P (Packing & pasteurization- step in process & number of day started to pack)* |
| 1. **Performance Indicator or Monitoring**    1. Batch numbers are unique to a single amount of nuts processed.    2. The batch number covers information to connect the product batch to processing steps, the processed day for final critical control point before being packed and stored and the farm and crop year.    3. This unique code will be captured and be part of the product to which it pertains from the start of the process to final product packing.    4. Staff, records and automated systems shall ensure that traceability is maintained.    5. Retention samples of batches will be retained.    6. In-line and external tests will be performed to verify compliance to specified food safety and quality requirements before release.    7. The process will be tested as per schedule to ensure that it performs as designed.    8. Documented information as evidence of the traceability system shall be retained for a defined period to include, as a minimum, the shelf life of the product. |
| 1. **Records & Documentation**   Raw material receiving documents, intake inspection and delivery notes.  All records followed by this initial step for each step as per the process flow |
| 1. **Non-Conformance & Corrective Action**   **7.1** Non-conformance & corrective action procedure  **7.2** Handling of potentially unsafe product procedure  **7.3** Traceability procedure  **7.4** CPAR record.  **7.5** Emergency preparedness procedure |
| 1. **Training & Competence**   As per schedule and competence procedure to meet the following requirements:  ISO 22000:2018 Clause: 5.3.2; 7.2; 7.3; 7.4; & 10.3. |
| 1. **Reference**   ISO 22000:2018  ISO 22002-1:2025 TS  FSSC 22 000 Additional Requirements |