



Procedure		Effective date: 01.09.2017	
TRACEABILITY PROCEDURE			
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TRACEABILITY PROCEDURE

1. Purpose:

The SAPEX traceability standard operating procedure defines requirements and responsibilities regarding traceability of products exported. It also defines requirements for product alerts and product withdrawal.

2. Scope:

The procedure complies to all product issued through SAPEX and considers all mandatory requirements for traceability as set out by the Department of Forestry and Fisheries and GlobalGAP standards.

3. Responsibility:

The traceability is the responsibility of the Logistical (HR006) and Technical manager (HR005) acts in a supporting role

4. Procedure

Traceability for SAPEX is a one step forward, one step back procedure. The following traceability activities need to be followed:

- a) Identification of
 - a. traceable locations
 - b. product items/quantities to be traced
 - c. logistic units to be traced
- b) Record keeping relating to movements of products
- c) Record keeping relating to traceability records
 - a. Intake waybill documents that reflect the pallet identifications and product quantities
 - b. Loading notification that reflects vessel, voyage, container and customer

1. IDENTIFICATION

1.1 Identifying traceable locations that might need to be referenced for traceability purposes

- a) Spray programs specific to the product being grown
- b) Pack house code (PHC) and producer code (PUC) should be included in all records of product packed
- c) Each cold room should have an identity or location code

1.2 Identifying product items that need to be traced

- a) All products must be issued with a batch/lot number or barcode that is applied to the box wherein the product is packed. This number will limit the amount of product that will be investigated or withdrawn as all products with the same batch number were treated the same way.
- b) All relative information should be visible on the box wherein products are packed, such as pack date, PUC, Block number and product in the box. This is set out in the SAPEX packing guides issued to all product suppliers before packing.

1.3 Identify logistic units that need to be traced

- a) The logistic unit identity should be provided in all relevant documentation tying the records to the physical logistic unit.

2. RECORD KEEPING RELATING TO MOVEMENTS OF PRODUCTS

- a) Each product supplier must be identified and associated with the products received and the delivery documentation.
- b) Packaging materials that meet the product must be traceable and food safety certificates readily available.
- c) If batch/lot numbers are not issued, the date/delivery document number can be used.

3. RECORD KEEPING RELATING TO TRACEABILITY VITAL RECORDS

- a) Traceability records are the minimum information needed to give evidence of compliance with mandatory requirements, at each step of production, processing, handling and supply.
- b) These records, and other relevant information, might need to be provided to the responsible authorities in the event of a food alert or investigation, or a product withdrawal.
- c) Traceability system shall be tested on annual basis or every time the traceability system changes.
- d) Traceability tests shall be done on each part of the business, export and import.

4. PROVIDING RELEVANT INFORMATION TO AUTHORITIES AND WITHDRAWING A PRODUCT FROM THE SUPPLY CHAIN

- a) If a problem is identified or suspected follow PROC009 – Incidence, product withdrawal/recall procedure.

This procedure will be tested annually in conjunction with PROC009 - Incidence, product withdrawal/recall procedure.

Traceability tests will be performed and the pallets will be chosen randomly.