

Document #: SOP#31	Title: 31. PRODUCT TRACEABILITY	Print Date: 30/09/2022
Rev #: 0.8	Reviewed By: Nguyen Thi Thuy Trang	Date Reviewed: 27/09/2022
Effective Date: 27/09/2022	Approved By: Nguyen Pham Thanh	Date Approved: 27/09/2022
Standard(s): HDE INTERNAL STANDARD & BRC STANDARD (Issue 9 - August, 2022)		

Purpose: To enable tracing all information about the product when there are questions or reworking or complaints or product recall (s) from customer.

Scope: This procedure applies for product traceability.

Responsibilities:

- QC/ QA Department
- Processing/ Warehouse Department

Procedures:

- I. On every can/ bag of product, either top or bottom of the can or middle of bag, there shall be code identification which specifies details of product in the can/ bag and time of producing (*called as product code*) and date of production (*called as date code*). There is a coding system for all products produced by the factory.
- II. From date code and product code we could know: Name of product, the date and shift of production. And time to produce the product could be identified. After knowing specific name & date of production, the other information could be traced back.
- III. From product code in correlation with date code, details about raw fish material, ingredients, packaging materials (*empty cans and lids, primary bag/ second bag, labels and cartons*) and processing details and condition of specific production date could be traced back.
- IV. For QC/ QA Department, the following records shall be reviewed if they may relate to the product problem such as:
 1. *Incoming Fish Inspection Record*: This form shows the quality of the incoming fish in each lot and supplier.
 2. *Receiving Frozen Product Record*: This record shows the fish will be received from cold storage for next production date.
 3. *Histamine Analysis Report*: Record histamine in raw material and/or precooked fish.
 4. *Butchering and precooking Plan*: Records the raw fish will be produced during the day.
 5. *Frozen Fish Thawing Temperature Record*: This record shows the thawing time & BBT of fish after thawing for each fish bin.
 6. *Sensory Evaluation During Butchering*: Inspection for fish quality during butchering.
 7. *BBT and Delay time of fish form thawing to precooking*: Indicated the backbone temperature and delay time of fish form thawing to butchering and before start precooking.
 8. *Precook record for Tuna/ Pelagic*: Indicated lots raw fish cooked in each precook cycle.
 9. *Fish Inspection at Backbone Removal Table Record*: Inspection for fish quality during deheading & cleaning. Also record for any foreign objects have found.
 10. *Cleaning defects & Packaging Inspection Record*: Inspected & measure counted any Cleaning & packaging defects have found.
 11. *Raw Fish Inspection at Cleaning Table Record*: Used for inspection raw fish at cleaning step.

12. *Fish Quality After Filling And Packaging Inspection For Marine Fish*: Used for Marine product.
13. *Product & Metal Detector Inspection record*: This record shows any metal found when product passed through metal detector & Metal detector condition.
14. *Fill Weight, Loin Size, Count & % Flake Inspection Record*: Inspection for fish filling into can accordance with specification for packing.
15. *Weight and Temperature Check of Packing Medium*: Inspection for packing medium filling into can accordance with specification for packing.
16. *Record of Ingredients Use In Product*: Show all of ingredients such as Salt, Vegetable Oil or Vegetable broth...used in specified product. Also tracing incoming of each ingredient.
17. *Record of Empty Can and Lids/ Frozen bag Used in Production*: Showed the lot of Empty Can and Lids/ Cryovac bag have used and any defects found during using.
18. *Inspection of Incoming Cans and Inspection of Incoming Lids/ Bag* (both dimension check and visual inspection): These records show the quality of received samples of incoming cans and lids in each delivery lot.
19. *Double Seam Measurement Inspection Record and Visual Seam Inspection Record*: These two records show the can seam integrity during seaming process.
20. *Inspection of Metal Fragment of Seamer Can Jam-up*: Showed potential of risk for metal contamination or can seam integrity during & after Steamer Can Jam-up.
21. *Temperature and Delay Time of Raw Fish From Out Of Cold Storage to Retort Steam on (Max. 12 hours)*: Inspection and control fish temp. and delay time Tuna One Cook.
22. *Delay Time of Tuna From End Cook To Retort (Max. 12 Hours) And Temperature of Fish Before Deheading*: Inspection for delay time control of Tuna From End Cook To Retort.
23. *First Product Seaming Delay Time (Max. 2 hours)*: Inspection for delay time control of fish from first can seaming to retort steam on.
24. *Processed Schedule & Can Center Temperature Record*: Specify Processed Schedule will be applied for each product/ retort cycle & control IT/ CCT.
25. *Retort Processing Control Record and Temperature Recorder Chart*: These two records show temperature and time during retort process.
26. *Record of Process Deviation*: This record shows any deviation occurred during retort process and corrective actions that were taken.
27. *Chlorine and pH check in Retort Cooling Water*: This form shows chlorine content and pH in retort pre-cooling and post-cooling water.
28. *Cook Check Record*: Record shows evidence all retort baskets of products were processed.
29. *Cook-Chex, Cooling Can And Palleting At W/H Record*: Inspection for cook-chex & can condition at time moving product from cooling room to W/H for palleting.
30. *Sampling Plan For Finished Product Evaluation*: Specify quantity of sample for Finished Product Evaluation which is effected to counter of recovery for tracing.
31. *Finished Product Evaluation Record*: Specify quality of Finished Product Evaluation.
32. *Histamine Analysis Report of Finished Products*: Histamine in samples of every code of finished product prior to release for shipping is in this report.
33. *Báo cáo thành phẩm trong Retort*: This record detail information of product inside each retort basket such as fish source; precook cycle; delay time of each processing stage...
34. *Daily Canned/ Frozen Product Inspection Result*: Generation all of Product Inspection Result to make final decision for release or holding to market.
35. *Incubating Test of Finished Product Records*: Showed the result of Product after Incubation.
36. *Inspection at Bright Stacking/ Labeling and Casing Step*: This record shows condition of cans, labels/ Boxes and cartons during handling, labeling and casing step.

37. *Inspection Of Incoming Labels/ Boxes & Carton*: Specify the lot of Incoming Labels/ Boxes & Carton will be used for each contract at receiving & packaging step at WH.
38. *Finished Product & X-Ray Detector; Finished Product After X-Ray Inspection Record*: These record specify foreign objects of product found before casing & verification step.
39. *Record of Container & Loading Inspection*: This record shows condition of container before shipment and product will be shipped for specified order/ customer.
40. *Daily Sanitation Audit Form*: Specify the sanitation condition of food handling.
41. *Foreign Object inspection record*: Records indicated condition of utensil in used.
42. *Microbiological Check of Retort Post-cooling Water*: This form shows the results of Coliforms and E.coli of retort post-cooling water.
43. *Microbiological Check of finished product*: This form shows the results of TPC, Clostridia of finished product after incubation tested.
44. *Isolation/ Corrective Action Note*: This note specifies the problem found at any step from raw material receiving step to seaming step and corrective action taken.
45. *Hold Note/ Product Disposition Note*: This note identifies that the product is held due to what problem and what further action is required/ The corrective action took for product.

In some cases depend on specified of product or product problem , the records will be taken less or more than above to review or verify for making properly action.

V. Production Department shall be reviewed if they relate to the product problem such as:

1. Records detail quantity of Empty Can and Lid Used in Production.
2. Records detail quantity of each Ingredient Used in Production.
3. Recovery of fish for each product lot/ production date.

VI. For Warehouse Department, they shall check quantity of product produced of the same code as the product in question shipped and available in the warehouse to take into account stock requisition and recovery. If product available, they shall segregate and inform to QC Dept.

VII. All required information for product traceability regarding material, products and records shall be located and relayed to the Food Safety Team Leader/ General Director with time limit \leq four (4) hours and % recoveries \geq 99.5% from the time notification. (Same SOP# 30 of II.5) *

* ***For each can code Costco's product, the time limit for traceability \leq two (2) hours and % recoveries \geq 100% from the time notification.***

CONCLUSION: From can/ bag code, the factory is able to:

1. Identify sources, quantity and quality of all materials details and each processing steps.
2. Notify quality inspection results in each processing step and in warehouse/ cold store.
3. Notify finished product inspection results at QA lab.
4. Notify any problems found from raw material receiving steps to product loading into container at the factory and any corrective actions taken to solve the problems are found.
5. Notify other information if required such as factory sanitation condition, chlorine in retort cooling water, condition of seamer, etc.

In addition to the above contents, the product traceability must comply with Chapter II, Articles 4-7 of Circular 17/2021/TT-BNNPTNT dated December 20, 2021.

Records:

- All records of product from raw material receiving to processing and loading.

Revision History:

Revision	Date	Description of changes	Requested By
0.0	25/04/2008	Initial Release	Chris Lord
0.1	27/12/2011	Modified traceability procedure for the cooked frozen product.	Management Team
0.2	07/03/2013	Modify Effectiveness Checks and Time line if product traceability.	Management team
0.3	17/05/2014	- Modify detail records for product traceability. - Modify effectiveness Checks and Time line if product traceability for Costco.	Management team
0.4	17/05/2016	Modify detail records for product traceability.	Mgmt. team
0.5	17/03/2018	Modify record for product traceability.	Mgmt. team
0.6	17/10/2019	Modify record for product traceability.	Mgmt. team
0.7	17/12/2021	Modify record for product traceability.	Mgmt. team
0.8	27/09/2022	Additional content of product traceability according to Circular 17/2021/TT-BNNPTNT dated December 20, 2021	NAFIQAD – SRA Mgmt. team