

Traceability

All food businesses must have an effective traceability system in place. They must be able to trace food one step back to their suppliers and if they are supplying food to other businesses, one step forward to their customers.

Supplier Traceability

Supplier traceability is particularly important if a food safety problem is discovered by your supplier and you need to identify which products you received from them. You need to keep the following information for **all products** supplied to you:

- Name and address of supplier, e.g. wholesaler, importer or manufacturer
- Accurate description of product supplied
- Date of delivery

This information may be contained on the invoices, receipts or dockets you get from your supplier.

In addition to the general rules for traceability above, more specific information is required for food of animal origin, e.g. meat, fish, milk, eggs. Foods of animal origin include unprocessed, e.g. raw meat, and processed food products, e.g. salami, but excludes food containing both products of plant origin and processed products of animal origin, e.g. pepperoni pizza or ham and spinach quiche. The additional information required for these products is:

- The volume or quantity of the food
- A reference identifying the lot or batch

It is best practice to keep this additional information for all products supplied to you and not just for those of animal origin.

A good way of keeping track of products supplied to you is to record relevant details on SC1.

Keep documents such as invoices and receipts in a way that makes it easy for you or an Environmental Health Officer to check.

Customer Traceability

Customer traceability is not required for food sold to the final consumer. However, if you supply other retail/catering businesses you must have an effective customer traceability system, i.e. be able to trace food one step forward to the customer. This is particularly important if you identify a food safety problem with products you have supplied to your customers. You need to keep the following information for **all products** you supply to other retail/catering businesses:

- Name and address of customer
- Accurate description of product supplied
- Date of delivery

In addition to the general rules for traceability above, more specific information is required for food of animal origin, e.g. meat, fish, milk, eggs. Foods of animal origin include unprocessed and processed food products, e.g. cooked ham and lasagne, but excludes food containing both products of plant origin and processed products of animal origin, e.g. pepperoni pizza or cooked ham and spinach quiche. The additional information required for these products is:

- The volume or quantity of the food
- A reference identifying the lot or batch

It is best practice to keep this additional information for all food products you supply to other retail/catering businesses and not just for products of animal origin.

A good way of keeping track of products you supply to customers is to record relevant details on SC9.

Keep documents such as invoices and receipts in a way that makes it easy for you or an Environmental Health Officer to check.