

FOOD SAFETY TOPIC: RECALL AND TRACEABILITY

Recall and traceability are an essential part of your Food Safety Program. These enable you to trace your finished product through your process to the customer and your ingredients, and primary packaging back to your suppliers in case issues arise or you need to initiate a recall of your product.

TRACEABILITY

Traceability is the ability to trace product throughout your process until final packaging; one step back to the immediate supplier and one step forward to the immediate customer.

Your traceability program should include:

- The common name of your food or food product.
- A lot code or unique identifier (lot code for consumer prepackaged and either a lot code or unique identifier for prepackaged products other than consumer prepackaged such as a shipping container or tote).
- Name and principal place of business of the person by or for whom the food was manufactured, prepared, produced, stored, packaged or labelled.
- The date on which you provided the food to another person (does not include retail customers) and the name and address of the person or company (i.e., shipping record, invoices).

- The date on which your raw materials, ingredients, primary packaging, and inputs were supplied to you and the name and address of the person who supplied it to you (i.e., receiving records)
- Your operation must be able to trace ingredients back to the original supplier and trace all ingredients to the first level of distribution.
- Keep records of all shipping, receiving, and production/processing activities.

RECALL

Recalls can happen to anyone at any time in any industry, so you must always be prepared. Testing your recall plan is just as important as having one, so completing a Mock Recall Exercise at least annually will ensure that your operation is prepared in the event of an actual recall situation. The Mock Recall Exercise includes traceability throughout the entire process - receiving of ingredient/primary inputs from your supplier (one step back), during production and to the customer (one step forward).

Mock Recall Steps

- Determine a realistic scenario that would trigger a recall.
- Select a product, ingredient/input that has been sent to a customer.
- Trace that particular lot to the customers affected or trace an ingredient/input back to the supplier.

- Remember to include reworked/reclaimed products, product samples (sent to customers or for testing) and product taken by staff or for personal use.
- Do not let customers know you are performing a mock recall; this may unintentionally trigger an unwanted/unnecessary recall with that customer, but instead, verify that the contact information on file is up to date.
- Determine if your recall plan is clear, if your customer and supplier contact information is up to date if you were able to account for 100% of the product you produced and packaged, or 100% of the ingredient/input used.
- Determine if you need to improve your traceability/recall plan. If so, re-test the process once the improvements have been implemented.
- Keep records of your Mock Recall Exercises for a minimum of 2 years.

To successfully trace your product and perform a mock recall, it is important that all record keeping is accurate, has no missing information, and is up to date and completed in real-time. Missing information on records could contribute to an unsuccessful traceability and mock recall or could contribute to recalling more product than was affected.

Discussion point – what are your roles in contributing to your company's successful traceability and recall programs?



FOR MORE INFORMATION, VISIT [PERENNIA.CA/QUALITY-FOOD-SAFETY](https://perennia.ca/quality-food-safety)

Date/Shift Identifier:

Supervisor/Lead Hand (name and initials):

Session Facilitator (if not the same as above) (name and initials):

EMPLOYEES WHO ATTENDED

Name:

Initials:

EMPLOYEE FEEDBACK, QUESTIONS, RECOMMENDATIONS

TALKING POINTS COVERED

(add in any additional aspects or references of material covered that are specific to your operation):
