Food traceability template

Stage 1: Goods in (One step backwards)

Completed by:

Product supplied	Name and address of supplier	Identification details of product (ie batch number or lot code)	Quantity received	Date of transaction	Date of delivery

Food traceability template

Stage 2: Production sheet (work in progress)

Completed by:

Product manufactured	Number of units manufactured	Stock waste of finished product	Stock waste from manufacturing process	Raw materials used	Quantity of reworked product

Food traceability template

Stage 3: Dispatch sheet (one step forwards)

Completed by:

Product sent	Customer contact details	Number of units sent	Batch codes or dated product sent	Any complaints or returns	Any sales credits