



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

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

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