

Traceability Certificate

Auditor:

Date:

Location:

Product

Name:

Item Number:

Sampling:

☐ Sales Sample ☐ Retention Sample ☐
No. No.

Batch Number		Expiration Date		Manufacturing Date	
Declaration okay? (allergens, special ingredients)				Formula (as is, approval)	
Place product label on back, if possible					

Finished product specification	
Customer specifications/ provisions e.g. expiration date, origin, analyses	
Label/Declaration approved?	
Marketability analysis or other external analysis	

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TRACEABILITY UPWARD:

Ingredients, adjuvants	Supplier	Batches used	Incoming inspection	Specification	Allergens	GMO Declaration
Rework						
Last product manufactured on line						

Traceability Certificate

TRACEABILITY UPWARD:

Packaging material in direct contact with product	Supplier	Batch(es) used/ delivery date	Incoming goods location	Specification	Conformity Declaration	Test reports (Risk analysis)

TRACEABILITY DOWNWARD:

Finished Product Table	
Amount produced	
Amount shipped	
Stock on hand	
Rejects (if applicable)	
Total	

Customers		
Delivered to (list, if available)	Loading temperature	Emergency phone number

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TRACEABILITY DOWNWARD:

Raw Material Table	
Amount used in final product	
Stock on hand	
Rejects (if applicable)	
Total	

Raw Material Table	
Amount used in final product	
Stock on hand	
Rejects (if applicable)	
Total	

Other final/intermediate products containing this raw material		
Product/Batch/ Manufacturing Date	Amount	Other

weitere Fertig-/Zwischenerzeugnisse, die diesen Rohstoff enthalten		
Product/Batch/ Manufacturing Date	Amount	Other

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TRACEABILITY DOWNWARD:

Raw Material Table	
Amount used in final product	
Stock on hand	
Rejects (if applicable)	
Total	

Raw Material Table	
Amount used in final product	
Stock on hand	
Rejects (if applicable)	
Total	

Other final/intermediate products containing this raw material		
Product/Batch/ Manufacturing Date	Amount	Other

weitere Fertig-/Zwischenerzeugnisse, die diesen Rohstoff enthalten		
Product/Batch/ Manufacturing Date	Amount	Other

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PROCESS-RELATED RECORDS

CCP/CP	Description (Form, IT-System)	Date	Remarks
Metal (foreign body) detection			
Labeling/declaration, when using packaging/label, continuous monitoring			
Cleaning and disinfection during manufacturing			
Shift protocol/malfunctions			
Retention sample available?			
Process control (temperature, pressure, time, etc.)			
Glass breakage list – check/ glass breakage protocol			
Quantity Check			
Sensory Check			
Storage test			
Approval of analysis results (chem., microbiol., physical)			

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PROCESS-RELATED RECORDS

CCP/CP	Description (Form, IT-System)	Date	Remarks

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CRISIS MANAGEMENT

Traceability test (date, product, direction, duration, result after quantity listing, measures)	
Crisis management test (date, product, quantity list, duration, scenario, result, measures)	
Process instructions for traceability Process instructions for crisis management/recall	
Crisis team	
Emergency phone numbers	
Information for certification body TÜV NORD CERT GmbH	
Summarizing evaluation	