# Purpose

1.1 To define the process for tracing back to all required records (retained samples and production records).

# Scope

2.1 This document encompasses all processes from the raw milk supplier up to the final product.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

|  |  |
| --- | --- |
| **Traceability** | The ability to trace the history, application or location of an entity by means of recorded identifications. |

|  |  |  |
| --- | --- | --- |
| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |

# Instructions and Guidelines