

Food Traceability Exercise

A food traceability exercise linking selected batches, suppliers, production records, customer destinations, quantity reconciliation and information gaps.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a traceability exercise record, not a recall notice, live stock system or automatic notification to authorities or customers.

FSA guidance explains traceability and how it supports food withdrawal and recall. An exercise tests whether the business can retrieve relevant supply and distribution records; completing this form does not establish product safety.

2. Exercise brief

Product and selected batch *

Exercise boundaries and objective *

Start date and time *

Exercise coordinator *

3. Trace chain

Supply or distribution link (copy this block for each one)

Link type * (choose one)

☐ Supplier ☐ Internal process ☐ Business customer

Business or process reference *

Batch, delivery and date references *

Quantity and unit *

Supporting record location *

4. Reconciliation

Total quantity introduced and unit *

Accounted quantity and calculation reference *

Unaccounted quantity, losses and explanation *

Finish time and retrieval duration

Missing links and retrieval obstacles

Identify missing links, quantities or records and the time they affected. Keep exercise findings distinct from an actual incident.

5. Review

Improvements to traceability arrangements *

Food safety reviewer

Retest arrangement

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.