Food Traceability Step 1. Delivery log (one step backwards)

Delivery date	Supplier	PO/ Invoice Number	Ingredient	Quantity	Batch code	Best before	Receiving temp	Comments		Employee

Food Traceability Step 2: Production sheet (work in progress)

Date: _____

Product name: _____

Product batch code / best before date: _____

Product amount: _____

Completed by: _____

Ingredient	Batch code	Best before	Amount

Food Traceability Step 3: Dispatch log (one step forwards)

Customer name	Date	Product name	Product quantity	Product batch code/best before	Employee