

# CKI Standard Operating Procedure

## Stock Control

<b>Standard Operating Procedure for:</b>	PRODUCT TRACEABILITY
<b>SOP Number:</b>	SC 04
<b>Scope:</b>	To establish traceability of all products generated at CKI.
<b>Purpose:</b>	To enable a recall procedure for all products dispatched at CKI.
<b>Objective:</b>	To ensure the location of all products dispatched at CKI.
<b>Procedure:</b>	<p><u><i>Live ostriches &amp; harvested game carcasses</i></u></p> <ul style="list-style-type: none"> <li>- <u>Each consignment</u> of live ostriches / harvested game received at CKI is <u>allocated with a batch number</u> from the CKI internal computerised system – NAVISION – on arrival at CKI.</li> <li>- This batch number correlates with tag numbers, producer name &amp; origin of the consignment (= amount of ostriches / game carcasses of a batch received).</li> <li>- Each batch is slaughtered (ostriches) or dressed (game carcasses), deboned and packed as a unit (batch) for traceability reasons.</li> <li>- <u>Ostrich carcasses</u> are marked, in consecutive number order, with a bar coded sticker after the carcass is deided. Thus the batch number is allocated with a certain amount of sticker numbers. <i>Eg. Batch 9274 = 100 ostriches (numbers 1 to 100), Batch 9275 = 22 ostriches (numbers 101 to 122).</i></li> <li>- <u>Game carcasses</u> are weighed at off-loading (receival), where a batch number is allocated per producer &amp; per species.</li> <li>- All carcasses are chilled (ostriches) / matured (game) overnight as a batch in a carcass chiller.</li> <li>- Matured game carcasses are deided, inspected &amp; moved to the cold carcass scale as a batch.</li> <li>- The scale operator records the batch number &amp; quantity of carcasses on the glass board in the Deboning area for other scale operators to see. This exercise is repeated before commencing with each new batch.</li> <li>- The cold weight scale operator then unload ostrich carcasses / receive dressed game carcasses for weighing.</li> </ul> <p><u><i>Primal meat cuts &amp; trimmings</i></u></p> <ul style="list-style-type: none"> <li>- The Deboning table scale operators weigh primal cuts &amp; trimming by entering into the scale a product code as well as a batch code. The weights are stored on NAVISION.</li> <li>- All deboned meat is then vacuum packed, moved to the packing area &amp; packed into cartons.</li> <li>- All carctons are labelled according to content (product code), production date, means of preserving (chilling / freezing) and a serial number identification seal(ZA24 – EXPORT) or label(7/041 – LOCAL).</li> <li>- All labelled boxed product is then weighed at the Final Weigh scale.</li> <li>- The Final Weigh scale generates a barcoded sticker for each carton of product weighed. This barcoded sticker consists of 2 numbers, namely:             <ul style="list-style-type: none"> <li>(a) CUT NUMBER – info on cut, species, kg / box type &amp; client</li> <li>(b) PACK ID – a traceability number with relevant info from NAVISION</li> </ul> </li> <li>- The dispatch personnel sort &amp; scan the barcode sticker of each carton onto a pallet number before chilling / after blast freezing (stock control).</li> <li>- The coordinating pallet number for all cartons is allocated by scanning of the barcode.</li> <li>- When boxed product is dispatched to a client after chilling / freezing, the Dispatch Officer retrieves the requested pallets for dispatch.</li> <li>- A single box may be dispatched by scanning the barcode sticker &amp; allocating it to client information.</li> </ul> <p><u><i>Retail meat cuts</i></u></p> <ul style="list-style-type: none"> <li>- When weighing primal cuts at the deboning tables the scale operator must weigh meat destined for portioning a second time on product code 69, to capture the weight of meat destined for portioning in deboning 3.</li> <li>- The operator then present the meat to the bulk packing table where the meat is placed in large vacuum bags, labelled with a sticker containing the relevant batch number and vacuum sealed.</li> <li>- The vacuum sealed meat is then sorted by batch number (if there is more than one batch number), packed onto pallets and placed in the 6 ton chiller (deboning 3) for maintaining the cold chain.</li> <li>- The portioning staff collects meat from the 6 ton chiller per batch to cut, weigh &amp; sort into meat bowls.</li> <li>- Portioned meat is then packed in a lined black crate and returned to the 6 ton chiller before being presented for deep trek packing. Each crate is also labelled with the relevant batch number sticker.</li> <li>- The deep trek operator must notify the scale operator at the final weighing point (applying the electronically generated barcode) of the correct batch number to be used.</li> <li>- When ZA 24 serial numbers are applied as well, a roll of a 1000 stickers must be allocated to the portion packing area and the serial number usage per batch, must be recorder in the Retail cut Recall Register.</li> </ul> <p><u><i>Mock Recall of boxed product</i></u></p> <ul style="list-style-type: none"> <li>- A mock recall of boxed product will be done every 6 months to test the effectiveness of the CKI Product traceability system (NAVISION).</li> <li>- Fill out all the information of the HACCP Verification register to record the exercise.</li> </ul>

<b>Associated records / checklists:</b>	<input type="checkbox"/> Recall Register (for ZA24 serial numbers) <input type="checkbox"/> HACCP Verification register <input type="checkbox"/> NAVISION - CKI internal computer program (Pack ID numbers)
<b>Legislative &amp; other requirements:</b>	National Standard for Export Meat – Annex J
<b>Responsible person(s):</b>	<input type="checkbox"/> Supervisor: Off-loading <input type="checkbox"/> Scale operator (Cold carcass weighing) <input type="checkbox"/> Scale operator (Final weighing of boxed product) <input type="checkbox"/> Dispatch officer
<b>Authorised by Abattoir Manager:</b>	<b>Accepted by:</b>

