



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Please complete separate Audit Trail form (H5.0) for each process or product when different record keeping systems are used.

Product and/or process covered by this plan: \_\_\_\_\_

An 'Audit Trail' or "trace-back" system is documentation sufficient to determine the source, transfer of ownership and transportation of organic products. Certified operations must maintain records of processing/handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited.

**A. TRACKING ORGANIC PRODUCTS**

- 1) Describe or attach a diagram of how your audit trail/trace-back system tracks finished products from inbound receiving through production or packing to final outbound shipping or invoice. You may attach sample documents.  Diagram attached

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- 2) Describe what kinds of records and practices are in place to monitor your inventory of organic ingredients and/or finished products. You may attach samples to illustrate.

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**B. LOT NUMBERING**  Not applicable

- 1) Describe your lot numbering system

EXAMPLE: Lot Number: 0123A045

<b>Code</b>	0	123	A	O	45
<b>Signifies</b>	Year: 2000	Julian date :production	Shift	Organic	Plant location

Lot Number: \_\_\_\_\_

<b>Code</b>						
<b>Signifies</b>						

- 2) Where is your lot number found on containers or packages? \_\_\_\_\_
- 3) How is lot number associated with outgoing shipments?
  - On invoice or Bill of Lading
  - On a "pick list" or "ship list"
  - Other: \_\_\_\_\_