



CCOF

Organic Certification Education & Outreach Political Advocacy Promotion

Sample Audit Trail for an Organic Product

You will need to develop an audit trail that is specific to your operation. Consider using documents associated with your procedure for a food safety product recall, if applicable.

This is an example of the type of information you might submit to accompany the H5.0 Audit Trail for Handlers form. This sample audit trail includes an invoice, a batch record, a receiving log, a bill of lading and an inventory record that are linked by lot numbers.

Contents:

A. Outgoing Invoice

The invoice from the organic handler to the buyer shows the lot number of the finished product.

B. Batch Record

The batch record shows both ingredient and finished product lot numbers.

C. Receiving Log

The receiving log shows the ingredient lot numbers.

D. Incoming Bill of Lading

The bill of lading for organic ingredients shipped from the supplier to the organic handler shows the ingredient lot numbers.

E. Inventory

Finally, the inventory record shows on-hand inventory of both ingredients and finished products, and includes their lot numbers. When maintained regularly, it can be used to show that the quantity of organic ingredients you receive supports the quantity of organic product you sell.



Outgoing Invoice A
INVOICE

Great Organics

All Organic, All The Time!
[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

DATE: 9/21/2012
INVOICE #: [123456]
Customer ID: [123]
Due Date: 9/29/2012

BILL TO

Smart Choices Food Store
[Street Address]
[City, ST ZIP]
[Phone]

DESCRIPTION	TAXED	AMOUNT
200 units Essential Organic Product lot# 082712Org	xx	xxx

Subtotal \$ -
Taxable \$ -
Tax rate xx
Tax due xx
Shipping xx
TOTAL Due xxx

OTHER COMMENTS

1. Total payment due in 30 days
2. Please include the invoice number on your check

California DHS Registration Number xxxxx

Make all checks payable to
Great Organics

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

Great Organics Batch Record

Batch Number: **082712Org** Date: 8/27/2012
Product Name: Organic Essential
Production Manager:

Ingredient	Ingredient Lot No.	Amount Used	Comment
X	abc	xxx	
Y	82512	xx	
Z	1234WPO1	xx	Used up last of this lot
Total Produced:		xxx	

Number of units produced: _____

Purge or Cleaning details: _____

Organic Ingredients Inc.

Address
City, State, ZIP

Bill of Lading

No.: 101

FROM		TO	
Name	Joe Shipper	Name	Jane Receiver
	Basic Ingredients Warehouse 1	Company	Great Organics
		Street	
Date	08/20/12	City, State	
Dept	Acct	Zip Code	

Number of Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Subject to Change)	Reference Numbers
1	box Ingredient X		abc
2	boxes Ingredient Y		82512
1	box Ingredient Z		1234WPO1

Shipping Instructions		For Shipping Use Only	
Check One	Payment	Method	Date
<input type="checkbox"/> Next Day	<input type="checkbox"/> Shipper	Bill No.	Shipped By
<input type="checkbox"/> Second Day	<input checked="" type="checkbox"/> Recipient	Ship. Cost	Dept. Chgd
<input checked="" type="checkbox"/> Routine	<input type="checkbox"/> Third Party		
	<input type="checkbox"/> COD Amt Due		
Delivered by		Date	
Received by		Date	# Boxes

COMMENTS

