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# PROCESS FLOW CHART

Effective Date: 08/30/15

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## LEGEND

- Supply Chain Control
- Allergen Control
- Sanitation Control
- Process Control

PC: Preventive Control  
 CP: Control Point  
 CCP: Critical Control Point

### Upper Management – All Departments Adhere to cGMPs

### Quality Assurance

- Verification: Supply Chain Control
- Product Sampling and Testing Protocol
- Retain Samples
- 3rd Party Lab Analysis:
  - **Salmonella spp: Negative**
  - **E. Coli 0157:H7: Negative**
  - **Listeria spp.: Negative**
  - **Gluten: <20ppm**
  - **Staphylococcus aureus <10 CFU/g**
  - **E. Coli <10 CFU/g**
  - **Coliform - Supplier Specs**
  - **Yeast & Mold - Supplier Specs**
- Labels
- Label Verification: Allergen Process Control
- Corrective Actions / Verification Procedures / Validation Procedures

### Procurement

- Approved Supplier Program PC/CP

### Regulatory Compliance

- Supply Chain Control PC/CP
- Lot Code Development
- COA Review
- HACCP Program & FSMA Plan

### Sales

- Order Documentation
- Customer Relations

### Administration

- Order Receipt
- Order Confirmation
- Document Control: PO, BOL, Warehouse Receipt, COA, Certs, Production Log, CST Photos, Invoice, Control Hazard, Critical Limits, Monitoring, Corrective Action
- Voluntary Traceback on Expired Lots
- Customer Satisfaction

### Packaging Development

- Allergen Declaration PC/CP
- Inspect Packaging Material
- Lot Code Tracking of Packaging

### Warehouse Receiving

- Receiving Protocol
- Devaning Procedure
  - CST & Photos
  - Visual Inspection
  - Assign EG Lot Code
  - Pallets to QA for Testing
- Hold & Release Protocol
- Allergen Protocol PC/CP

### Warehouse Maintenance

- Maintenance Schedule
- Preventive Log

### Warehouse Pest Control

- Maintenance Schedule
- Preventive Log

### Warehouse Foreign Materials

- MPG Checklist
- OSHA / Safety Protocol

### Sanitation

- SSOP Pre-Op Checklist PC/CP
- SSOP Operational Checklist PC/CP
- Verification: Sanitation Control
  - ATP Critical Limit of < 10 RLU
  - EMP

### Production

- Calibration
- Labeling: Allergen PC/CP
- Labeling: Date Code / Best Buy / UPC / Lot Code
- Metal Detection Protocol PC/CCP#1
  - AMS - Bulk Critical Limit (CCP#1)
    - Ferrous 2.5mm
    - Non-Ferrous 5.5mm
    - Stainless Steel 5.556mm
  - Action Pac - Operational Limit
    - Ferrous 1.5mm
    - Non-Ferrous 1.2mm
    - Stainless Steel 1.8mm
- Production Logs
- Verification: Metal Detection
- Post Production Inspection

### Order Fulfillment

- BOL = Picking Ticket
- FIFO Rotation
- Pallet Tags, Customer Info / PO# / Lot Code
- Pallet Configuration & Weight
- Internet Order - Web Generates Invoice / Picking Ticket
- Order Confirmation / Lot Codes
- CST & Photos

### Warehouse Inventory

- Allergen Control & Cross Contamination Prevention PC/CP
- FIFO Rotation
- Physical Inventory
- Cycle Count

### Warehouse Shipping

- Allergen Declaration PC/CP
- CST, Photos & Invoice Docs