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LEGEND

- Supply Chain Control
- Allergen Control
- Sanitation Control
- Process Control
- Critical Control Point

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

PROCESS FLOW CHART* - Highlight of Departmental Duties

Effective Date:	08/30/15
Revision Date:	04/10/19

Upper Management – All Departments Adhere to cGMPs

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

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

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

Cleaning

- Vibrating Sifter / Separator (VSS)
- Rare Earth Magnet **PC/CP**
- Optical Laser Color Sorter (OLCS)
 - Compressed Air **PC/CP**
 - BRC Direct Critical Limit PWO (≤6,000 / ≤ 40 / ≤ 0.01)
 - ISO equivalent 2:2:1
- Metal Detection Protocol **PC/CP**
 - Operational Limit
 - Ferrous 2.0mm & 1.0mm
 - Non-Ferrous 2.0mm & 1.27mm
 - Stainless Steel 2.0mm & 1.5mm
- Verification: Metal Detection

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 **PC/CP**
 - 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

* See individual Flow Charts for more detail