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OPERATION FLOW CHART* - Highlight of Departmental Duties

Effective Date: 08/30/15

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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

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 Control

- QC department is comprised of **PQCI**: preventive controls qualified individuals with appropriate education, training or experience in Food Safety.
- PCQI Verification: **Supply Chain Preventive Controls, Sanitation Preventive Controls, Allergen Preventive Controls**
- PCQI Verification / Validation of **Process Preventive Controls**
- HOLD & Release product testing (all incoming lots / finished product)
 - Sample / Test / Review 3rd Party Lab Analysis / Positive Release:
 - 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: PCQI Verification / Validation of **Allergen Preventive Controls**
- Hazard Analysis and Food Safety Plan reanalysis as needed or every 3 years.
- Monitoring, Corrective Actions & Review Documents within 7 working days of creation.
- Conduct Routine Traceback Exercises and maintain Recall Program.

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
- PCQI 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
 - Calibrated to BRC Standards 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
- PCQI 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
- PCQI 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