

# [SOP] LOT NUMBERS ASSIGNMENT

## PURPOSE:

To have a uniform method by which to denote and track finished product for distribution. Additionally, lot numbers are used for tracking finished product as related to raw material usage, processes and equipment usage, testing performed, and personnel utilized in the manufacturing of a specific lot of finished product.

## PROCEDURE:

### Finished Product Lot Numbers:

Finished Product lot numbers are assigned and recorded by Supervisors in the Lot Book located in the Chemistry lab.

- Lot Numbering:

Each product manufactured by FHI must be assigned a unique lot number. Each discrete batch must have a lot number assigned to it. The assigned lot number will appear on every product box, drum, etc. that is manufactured at Flavor House Inc.

Customer requests for specific requirements associated with the lot number will be reviewed by Management, all the while maintaining the integrity of FHI's lot numbering system.

The lot numbering system is as follows:

### Example:

**10F1022B2**

- 10 = Year Product Manufactured (2010)
- F = Signifies Kosher Products, S = Non-Kosher Products
- 1022 = 4 Digit Individual and Sequential Pack-Off Number
- B = Month Product was Packed-Off (A = January, B = February, etc.)
- 2 = Location within Flavor House of the Pack-Off (1 = Blender #1, 2 = Blender #2, 3 = Blender #3, 4 = Wet Processing Area, 5 = Blender #5, 6 = Blender #6)

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- **Incoming Material Lot Numbers:**

Incoming materials may be assigned a lot number by either a Supervisor or by the Receiving Department and recorded on the "Lot Number Assignment Log – Non-Finished Products" located in the Receiving area.

Lot numbers for non-finished product items received that do not have lot numbers will be assigned a number as follows:

Example:

**100622A-Poly Bag**

-10 = Year Received

-06 = Month Received (two digit number)

-22 = Day Received (two digit number)

-A = 1<sup>st</sup> lot received on this date, B= 2<sup>nd</sup> lot received on this date, etc.

- **Description of Item**

The lot number will then be placed on each of the pallets.

- **In-Process Material Lot Numbers:**

Materials made in-house shall be assigned a lot number in the In-Process Material Log Sheet. This lot number will be written along with the date, time, material name, estimated yield, and the initials of the person writing the information.

Example:

**12P084D**

- 12= Year Produced

- P = In-Process

- 084 = Rolling Number (three digit number)

- D = Produced during this month, A= January B= February Etc.