



Food Traceability Template

Complete

Score	38 / 41 (92.68%)	Flagged items	2	Actions	1
Site/Outlet Location	New Orleans, LA, USA (29.9508941, -90.07583559999999)				
Audit Type	Routine site visit				
Auditor/Site Visit Lead	Delilah Gu				
Areas reviewed	Receiving		Prep		

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Food Traceability Template / Internal Transformation and Batch Linking

When items are repacked or portioned, is an internal label created that includes an internal batch/prep ID?

No

Food items are still unlabeled in inventory storage.



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 13 Mar 2026 09:34 PST | Created by: SafetyCulture Staff

Label food inventory items

Add unique ID for different food items for better monitoring and traceability

Food Traceability Template / Internal Transformation and Batch Linking

If a batch is split into multiple containers, does each container carry the batch ID (or a child ID), so traceability is not lost?

No

See previous note.

Other actions

0 actions

Food Traceability Template		2 flagged, 1 action, 38 / 40 (95%)
Traceability Plan and Scope		8 / 8 (100%)
Is there a written traceability plan that defines what items must be traceable at this site (including high-risk/TCS and recall-priority items)?		Yes
Does the plan identify where traceability records are stored (system and folder path) and who owns the records?		Yes
Are traceability identifiers standardized for use across the site (supplier name, product description, lot/date code format, and internal batch ID format)?		Yes
Is the traceability point-of-contact (24/7) documented and easy for staff to find during service hours and emergencies?		Yes
Are staff responsibilities defined for receiving capture?		Yes
Are staff responsibilities defined for prep/transformation linking?		Yes
Are staff responsibilities defined for internal transfer tracking?		Yes
Can a staff member demonstrate how to retrieve a traceability record without needing admin-only access?		Yes
Supplier Master and Contact Hierarchy		6 / 6 (100%)
Is the supplier/distributor master list current and limited to active suppliers used by the site?		Yes
Does each critical supplier/distributor entry include a primary contact and an escalation contact?		Yes
Do supplier/distributor entries include after-hours emergency contact details?		Yes
Is there a documented verification cadence for supplier contacts (e.g., quarterly) with a recorded last-checked date?		Yes
Is the supplier contact list stored in a location accessible during a recall (including nights/weekends)?		Yes
Has the site tested recall broadcast capability during a drill (call/text/email) and recorded the result?		Yes
Receiving Traceability		7 / 7 (100%)

For each delivery, is the supplier/distributor name recorded on the receiving record?	Yes
Is the product description recorded clearly enough to uniquely identify the item (brand and pack size where applicable)?	Yes
Is the lot/date code (or equivalent identifier) captured for traceable items at receiving?	Yes
Is quantity received recorded in a consistent unit of measure (cases, packs, kg, etc.)?	Yes
Food items were tr	
Are delivery date and receiving time recorded?	Yes
Is a reference document linked for each delivery (invoice, PO, ASN, or receiving note), so records can be cross-checked?	Yes
Are photos or label scans used when lot/date codes are hard to read or prone to transcription errors?	Yes
Internal Transformation and Batch Linking	2 flagged, 1 action, 1 / 3 (33.33%)
When items are repacked or portioned, is an internal label created that includes an internal batch/prep ID?	No
Food items are still unlabeled in inventory storage.	
	
Photo 1	
To do Assignee: SafetyCulture Staff Priority: High Due: 13 Mar 2026 09:34 PST Created by: SafetyCulture Staff	
Label food inventory items	
Add unique ID for different food items for better monitoring and traceability	
When items are mixed, marinated, or batch-prepped, does the record list all incoming lot/date codes used (not just one)?	N/A
Does each internal batch record include prep date/time and the responsible person (name/initials)?	N/A
If a batch is split into multiple containers, does each container carry the batch ID (or a child ID), so traceability is not lost?	No

See previous note.

Are batch records stored so the site can trace forward from incoming lot to where the batch was used (station/banquet/outlet)?	N/A
Is there a defined rule for how long batch records are retained (and where), consistent with the site's record retention policy?	Yes
Internal Movement and Transfers	5 / 5 (100%)
Are transfers logged when product moves between storage and production areas (storeroom to kitchen, kitchen to banquet, etc.)?	Yes
Do transfer records include from-location, to-location, date/time, product name, and quantity?	Yes
Do transfer records carry forward the lot/date code or internal batch ID so the identifier is not lost after receiving?	Yes
Is the responsible person recorded for each transfer (name/initials)?	Yes
Can the site demonstrate a trace-forward path from one received lot to each outlet or service area that received the product?	Yes
Recall/Hold Trigger Workflow	6 / 6 (100%)
On notification of a recall/alert, can the site confirm whether affected items were received by searching lot/date codes in receiving and batch records?	Yes
Is there a defined hold process to isolate the affected product immediately (labeling, quarantine location, access restriction)?	Yes
Does the site's recall message template require clear product identification (name, pack size, lot/code, and action instructions)?	Yes
Does the site notify all impacted outlets/teams and request acknowledgments of receipt and action?	Yes
Is there a tracker to monitor responses and escalate non-responses within a defined time window?	Yes
Are effectiveness checks performed (where applicable) to confirm that outlets/consignees received and acted on the notice?	Yes

Disposition and Closeout	5 / 5 (100%)
Are isolated quantities documented by item and lot/batch ID (including the location where isolated)?	Yes
If product is returned, is the return quantity and date recorded with supporting confirmation from supplier/distributor?	Yes
If product is destroyed, is the destroyed quantity and date recorded with supporting evidence (photo/certificate where applicable)?	Yes
Are final outcomes reported to site leadership or corporate QA per SOP (what was affected and what actions were taken)?	Yes
Are recall communications, acknowledgments, and decisions stored centrally with timestamps and standardized naming for retrieval?	Yes

Overall Assessment

Partially compliant

Indicate non-compliance.

Internal food labeling and ID are not followed properly

Indicate corrective actions.

Immediate labeling procedures for better traceability and efficiency in the kitchen

Additional Notes/Comments

Auditor/Site Visit Lead Signature

Delilah Gu

Delilah Gu
6 Mar 2026 09:37 PST

Supervisor/Property PIC/Manager Signature (if applicable)

Araminta Li

Araminta Li
6 Mar 2026 09:37 PST

Media summary



Photo 1