

Record - Traceability Test

Food Safety & Quality Template · Provided by GIFSQ

Routine traceability tests keep the system sharp between real incidents - a quick drill, timed, with the result recorded. Little and often beats one heroic annual exercise.

Be specific and honest in every field; vague records help nobody during an investigation. If a field doesn't apply, write N/A rather than leaving it blank.

1. Document control

Field	Details
Document title	Record - Traceability Test
Document no.	[QA-FORM-040]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

1. Test details

- Date: [YYYY-MM-DD] | Tester: [Name]
- Product category: []
- Previous test date: [YYYY-MM-DD]
- Unannounced test? [Y/N]
- Test type: [Backward / forward]
- Starting point: [finished lot / raw material lot]: []
- Test scenario description: []
- Systems used: [paper / ERP / other]: []

- Personnel involved: [Names]
- Target time: []

2. Results

Time it honestly, warts and all. A test that 'would have been faster if...' is telling you exactly where the system is weak - write that down, don't explain it away. Vary the starting points across tests so you exercise the whole system, not just the well-worn path. If the same bottleneck appears twice, fix the system - usually it's a missing link between goods-in records and production lots.

- Time taken: [] | Target met? [Y/N]
- Records legible and complete? [Y/N]
- System used: [paper / electronic]
- Bottlenecks identified: []
- Trace completed fully? [Y/N - gaps:]
- Mass balance: [reconciled / variance %]
- Issues found: []

3. Follow-up

- Corrective actions (refs): []
- Test witnessed by: [Name]
- Report filed: [location]
- Next test due: [YYYY-MM-DD]
- Reviewed by QA: [Name / date]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for Retain [5 years]. at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026