SITE survey. APP

SITE SURVEY REPORT

Food Traceability Exercise

Prepared for	Moorland Creamery Ltd
Date	30 Sep 2026
Site	Moorland Creamery, Leek
Prepared by	J. Bates

FORM

Food Traceability Exercise

1. Record details and scope

Project	Moorland Creamery, Leek: traceability exercise (completed example)
Site or premises address	Moorland Creamery, Ball Haye Road, Leek
Client or organisation	Moorland Creamery Ltd
Record date	30 Sep 2026
Person completing the record	J. Bates, quality lead, Moorland Creamery Ltd

This is a traceability exercise record, not a recall notice, live stock system or automatic notification to authorities or customers.

Regulation (EC) No 178/2002 (General Food Law, retained in UK law), Article 18, requires food businesses to identify who supplied them and which businesses they supplied (one step back, one step forward) and to make that information available to the authorities on demand. FSA guidance explains traceability and how it supports food withdrawal and recall. An exercise tests whether the business can retrieve relevant supply and distribution records; completing this form does not establish product safety.

2. Exercise brief

Product and selected batch	Strawberry yoghurt 450 g pots, batch MC-260922-2
Exercise boundaries and objective	One step back to the strawberry fruit preparation lot and one step forward to business customers. Objective: all records found within 4 hours.
Start date and time	2026-09-30 10:00
Exercise coordinator	J. Bates

3. Trace chain

Supply or distribution link 1: Supplier

Link type	Supplier
Business or process reference	Fruit preparation from Dove Valley Fruits Ltd
Batch, delivery and date references	Lot DVF-26-3381, delivered 2026-09-18, goods-in GI-0918-04
Quantity and unit	300 kg
Supporting record location	Goods-in book and supplier delivery note, office file 2

Supply or distribution link 2: Internal process

Link type	Internal process
Business or process reference	Yoghurt mixing and filling, line 1
Batch, delivery and date references	Production batches MC-260922-1 and MC-260922-2
Quantity and unit	286.5 kg fruit prep used
Supporting record location	Batch sheets BS-0922, production office

Supply or distribution link 3: Business customer

Link type	Business customer
Business or process reference	Peak Farm Shops Ltd, three shops
Batch, delivery and date references	Invoice INV-7710, delivered 2026-09-23
Quantity and unit	720 pots
Supporting record location	Sales ledger and signed delivery notes

Supply or distribution link 4: Business customer

Link type	Business customer
Business or process reference	Staffordshire Moorlands Wholesale Ltd
Batch, delivery and date references	Invoice INV-7714, delivered 2026-09-24
Quantity and unit	1,440 pots
Supporting record location	Sales ledger and signed delivery notes

4. Reconciliation

Total quantity introduced and unit	300 kg fruit preparation, lot DVF-26-3381
Accounted quantity and calculation reference	298.5 kg: 286.5 kg used in batches, 9 kg remaining in chiller 2, 3 kg recorded as waste. Calculation sheet TE-CALC-0930
Unaccounted quantity, losses and explanation	1.5 kg (0.5%) not accounted for. Likely line purge at changeover, which is not recorded on the batch sheet.
Finish time and retrieval duration	13:10, 3 hours 10 minutes
Missing links and retrieval obstacles	Line purge not recorded. Delivery note for one farm shop drop was in the van, not the office, and took 40 minutes to find.

5. Review

Improvements to traceability arrangements	Add a line purge weight to the batch sheet. Signed delivery notes back to the office the same day.
Food safety reviewer	K. Shaw, operations manager
Retest arrangement	Next exercise in December on a plain yoghurt batch, run by K. Shaw

6. Actions and review

Are further actions required?	Yes

Further action 1: Add line purge weight box to batch sheet BS template

Action and evidence reference	Add line purge weight box to batch sheet BS template
Person responsible	J. Bates
Target date	3 Oct 2026
Action status	Completed
Completion evidence	Batch sheet BS rev 6 in use from 3 October.

Further action 2: Drivers to hand in signed delivery notes at end of shift

Action and evidence reference	Drivers to hand in signed delivery notes at end of shift
Person responsible	K. Shaw
Target date	7 Oct 2026
Action status	In progress
Outstanding limitations and information to pass on	Exercise only. Consumer-level sales by the customers were outside the scope.
Record status	Ready for review
Reviewed by	K. Shaw, operations manager
Review date	1 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.