Stock Feed Manufacturers' Council of Australia Inc.
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4.2.1 & 4.2.2. Production and Batching Records

Standard

4.2.1. Are production and batching records kept and retained for at least twelve months?
Longer time periods for medication use records may be required in some States.

4.2.2. Are records kept allowing finished product trace back for a period of at least twelve months? Do these records include at least raw material source and storage, production batching, product quality test results and delivery details for all packaged and bulk feeds?

Purpose

To assure that each batching and production record contain sufficient information for full product traceback when required. Additionally, to ensure each record is retained for a minimum period of 12 months.

Reason

Production and batching records shall be capable of capturing each raw material and allow a full traceback to receival and origin of goods. The records shall be made available and retained for a minimum period of 12 months for any feed safety incidents that may occur. Batching records are crucial in ensuring product quality, safety and regulatory compliance. A combination of production and batching records effectively capture the entire manufacturing process.

Records are a form of verification that the product was manufactured according to work instructions. The records will indicate any deviations from formulation or instructions and allow the operator to conduct a recall or issue non-conformance, if required.

What is Acceptable?

Batch Processing Records

A batching form shall be issued by the formulator and completed by production. Accurate completion of this record will verify raw materials have been issued according to formulation. The operator shall also use the batching record to review any discrepancies prior to delivery of finished feed. Any deviations from allowable tolerance limits shall be confirmed (Fact Sheet 8.2.5).

Each completed batching record shall be retained for a minimum period of 12 months, longer if medicated.

An example batching record is provided in Fact Sheet 8.2.3. The minimum information a record shall contain, but not limited to:

- time and date.
- product name and formula/recipe code.
- ingredient names.
- ingredient batch numbers.
- ingredient quantities.
- theoretical and actual weight of ingredients added.
- operator identification.

Production Records and Work Instructions

A production record will contain start-up inspection/cleanliness (including equipment and mixers), manufacturing instructions and end of production clean. The instructions shall also capture any testing or

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sampling points. Each record is unique to the finished feed and shall only be issued and inspected by authorised personnel (Fact Sheet 8.2.1 & 8.2.2, 8.2.3). Critical process manufacturing instructions may be a separate form or document providing step by step instructions for ensuring the process is completed accordingly.

A start-up inspection/cleanliness will verify all cross-contamination measures have been carried out according to procedure. This information is critical when investigating a feed safety incident. The manufacturing instructions guide the operator in producing feed according to the specified formula. They outline the order in which each ingredient is added and detail the required processing step for each material. Importantly, accurate completion of these records ensures the feed is made consistently and correct. A post-production clean may be separate to the production records, however if a flush material is used this shall be recorded and labelled accordingly.

The production record and completed work instructions shall be retained for a minimum period of 12 months, and longer if required.