



INTERNAL TRACEBACK CHECKLIST

Running a traceback yourself, before your inspection, surfaces gaps while you still have time to fix them. It also confirms that the people who will present records at inspection know how to walk through the chain. Use this checklist to perform a traceback audit with your team to help you test your recordkeeping system and fix any problems that you find before an inspection.

- ☐ Pick a recently sold finished product lot at random.
- ☐ Find the outgoing sale record (invoice or BOL) and note the lot number.
- ☐ Find the batch or production record that generated this lot; confirm the lot number appears in that record.
- ☐ From the batch record, identify every ingredient lot number used in that batch.
- ☐ For each ingredient lot, find the receiving log entry; confirm both the supplier lot number and your internal lot number appear in the same entry.
- ☐ From the receiving log, find the supplier BOL and invoice for that delivery; confirm the lot number and organic designation match.
- ☐ Verify that a current organic certificate is on file for each supplier and that the specific ingredient is listed as a certified product.

If you can hand these documents to someone who has never seen your system and they can follow the chain without asking any questions, your traceback is ready.