National Fisheries Institute Template: FSMA Traceability Plan (v.3 December 28, 2023)
Please cut and paste the below text on to your company letterhead. Modify as needed for your business.

Date:

Version:

Company Name:

FSMA 204 Traceability Plan (§1.1315)

A. Description of how and where you maintain the records to comply with the FDA Rule:

   Describe the specific records used to keep or pass forward (if applicable) for the required KDEs. Indicate when records are paper, electronic copies of paper files, or digital files.

B. Description of how you determined which foods on the Food Traceability List that you manufacture, process, pack, or hold:

   Include list of items (or can be the list of what is not included from a master list), Internal record reference(s). Remember to include non-seafood items from the Food Traceability List that you may be using as ingredients.

C. Description of how the traceability lot code is assigned:

   The TLC can be more than one format depending on the KDE. For example, one format for receiving product, which does not already have a TLC and one format for transformation.

D. Point of contact: Title/Position and phone number

   This individual must be able to explain the company's traceability system(s) to FDA or other regulators.

E. Farm map(s) that shows the location and name of growing area for the FTL food grown or raised. (NOTE*: the farm map is only required for the Traceability Plan for farms.)*

   Note: For aquaculture farms the map must include location and name of each container (pond, pool, tank, cage etc.) in which the seafood is raised including geographic coordinates and/or any other information needed to identify the location of each container

This FSMA 204 Traceability Plan is reviewed at a minimum of (*insert when*) and is located in the *(insert where stored).* Past plans are kept for a minimum of 2 years as required after updating and are identified by version number. Previous plans are located *(insert where stored).*