

Training Manual	
Subject: Extraneous Material Report	Number: 5.027

I. Purpose

To provide a comprehensive training document for initial and review training in all departments.

II. Scope

Cover what issues warrant the filing of an extraneous material report. What information an employee will have to provide in that report and how it should be filled out.

An extraneous material report (see page 3 for an example of one) should be filled out if the following issue(s) is (are) discovered.

1. A foreign object is found in a raw ingredient.
2. A foreign object is found in a processed ingredient.
3. A foreign object is found in a finished product.

Foreign objects are items like:

1. Bits of plastic, shards of glass and/or metal
2. Clothing items or personal protective equipment (PPE) like gloves
3. Other objects that are not the ingredient/product that an employee is handling.

A. If a foreign object is discovered in an ingredient or finished product the employee that found the object should stop the line and notify the nearest department supervisor or the quality assurance director.

B. After notifying the department supervisor, the employee who made the discovery or the department supervisor should fill out an extraneous material report.

C. The extraneous material report can be found in the front office.

D. Once the employee has found the master copy of the extraneous material report they should make a copy of it on the photo-copier.

Date Issued:	August 24, 2011
Date Supersedes:	October 17, 2008

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- E. After making a copy of the extraneous material report the employee should return the master copy to its original location.

- F. The employee who fills out the extraneous material report needs to provide the following information:
 1. Date discovery was made
 2. Time the foreign object was found
 3. The name of the employee who discovered the extraneous material
 4. What department the discovery was made in
 5. The type of cheese or ingredient the foreign object was found in
 6. The employee needs to indicate if the extraneous material was found in a cheese product
 7. If it was found in a cheese product then the employee needs to indicate the following information:
 - a. Cheese date
 - b. Production vat number
 - c. Tub or pallet number (if applicable)
 8. What was found
 - a. If possible please tape the foreign object to the extraneous material report or place it in a bag and attach it to the report
 9. Who was notified of the discovery
 10. If the source of the foreign object is known
 11. If the source is known please list it
 12. List what actions were taken to correct the issue

After filling in all the information that they can the employee should turn it in to a member of the quality assurance staff.

Written By:		Date:	
Approved By:		Date:	

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