



Wiskerchen Cheese Inc. Policy

Title: Extraneous Matter

1.037

Issue Date: 5/28/13	Written By: Josh Gerstner	Approved By: John Wiskerchen	Revision # 4	Revision Date: 09/26/2022	Revised By: Tom Wiskerchen	Supersedes: 6/22/21	Page 1 of 5
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Purpose: Regulatory Inspections apply to all facilities to ensure:

- That facilities have effective ways to prevent, control and detect extraneous matter

Forms: Forms associated with this policy:

1. [Extraneous Matter Report](#)
2. [Damaged Material Report](#)

I. Risk Based

Extraneous matter control at facilities shall be based on documented risk assessments based on HACCP principles.

A. Sources to review

1. Raw materials and primary packaging materials
2. Transportation and internal transfer of materials
3. Plant environment and equipment design
4. Process or product complaint history
5. Rework practices

B. Control Sequence

1. Prevention
If possible the source of the extraneous matter risk shall be designed out of the process.
2. Control
Policies shall be put in place to control and reduce the risk to acceptable levels.
3. Detection
Appropriate detection devices shall be put in place to detect the identified risk.

C. Controls

1. Identify control mechanism in HACCP plan
2. Identification, selection and placement of detection devices
3. Program verification and validation
4. Contingency procedures to be followed in case of control, detection and rejection device malfunction

II. Glass and Brittle Plastics

A. Glass

Glass shall be minimized in production room environments as much as possible. If glass is required in the production room environment it shall be shatter proof or safety coated to prevent breakage.

1. Controls for lights



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- a. Light fixtures shall have an enclosed safety design with a gasket seal for wash down areas.
- b. Open bulbs must be safety coated.
- c. Fluorescent fixtures in manufacturing and warehousing areas must have shatterproof covers or safety coated lamps.
2. Controls for other glass items
 - a. Glass components in other equipment shall be avoided if possible.
 - b. Documented pre-production and post-production checks shall be performed each shift for glass items in that production area that could be broken during normal production.
3. Glass detection

Glass shall be detected for thorough visible inspection of the product.

 - a. Detection of broken glass in open product areas shall result in the immediate shut down of the line for cleanup and investigation.
 - b. Detection of broken glass in warehouse areas shall result in notification to maintenance for investigation, cleanup, and submission of a corrective work order.
- B. Brittle Plastics

Wiskerchen Cheese Inc. defines "Brittle Plastic," as plastic that will shatter and/or splinter when broken. Brittle plastics shall be minimized in production room environments as much as possible.

 1. Control for brittle plastics

Documented pre-production and post-production checks shall be performed each shift for brittle plastic items in that production area that could be broken during normal production.
 2. Brittle plastics detection

Brittle plastics shall be detected for through visible inspection of the product.

 - a. Detection of broken brittle plastics in open product areas shall result in the immediate shut down of the line for cleanup and investigation.
 - b. Detection of broken brittle plastics in warehouse areas shall results in notification to maintenance for investigation and cleanup.
- C. Glass and Brittle Plastics Register

Facilities shall maintain a register of all of their glass and brittle plastic items in production and warehousing areas. The facility shall perform a monthly walk through to update the register of any new glass and brittle plastic items. The register shall be used during investigation of glass and brittle plastics detection to locate potential sources. The register shall contain the following information:

 1. Month of last review
 2. Name of reviewer
 3. Location of item
 4. Number of each item present



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- 5. Glass or brittle plastic designation
- 6. Description of item

III. Metal

A. Control

1. Pre-operational Inspection

A pre-operational inspection program shall be in place to ensure that there are no loose or missing parts or wear on moving parts at the startup of each production day for equipment in each production area.

2. Preventative Maintenance

A preventative maintenance program shall be in place to ensure that equipment does not become a source of metal contamination.

B. End-Point Detection

Products shall have end-point metal detection for finished products unless end-point metal detection is not feasible or practical. If it is not feasible or practical a documented assessment must show that the risk of foreign material introduction into the product is low or controlled by other means. See Control Policy: Metal Detection for specific monitoring, verification, and rejection practices.

C. Placement Criteria

1. Products in non-metallic packaging

The metal detector shall be placed on the packaging line after the package is filled and sealed. If feasible, the metal detector should be prior to the secondary packaging.

2. Products in metallic packaging

The metal detector shall be placed as close as practical to the metallic packaging filling machine.

3. Products in bulk-type packaging

The metal detector shall be placed in the product stream immediately prior to filling the bulk container.

D. Detection Capability

Metal detector operating settings shall achieve the most sensitive detection level possible for metal in the product without generating false rejects.

1. New installations

If possible new installations shall be capable of detecting and rejecting spherical test pieces equal to or smaller than:

Ferrous:	Non-Ferrous:	Stainless Steel (316):
1.5 mm	2.0 mm	2.5 mm

2. Existing installations



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Existing metal detection equipment sensitivity under production conditions, at production line speeds must be 5 mm or more sensitive for all metals.

- 3. Repair/Maintenance/Adjustment
After each function, verification procedure required prior to start up.

IV. Control Policy #1.004: Filtration and Straining
Please refer to Control Policy #1.004: Filtration and Straining for extraneous matter controls in place for Milk, Water and Brine.

- V. Other Foreign Object Control
- 1. Pre-operational Inspection - a pre-operational inspection program shall be in place to ensure that there are no loose or missing parts, cans of spray lubricant, tubes of lubricant, or wear on moving parts at the startup of each production day for equipment in each production area.
 - 2. Equipment and Line operators must ensure that equipment does not become a location to store related items.
 - 3. Maintenance must be alerted to any loose equipment components so they can be properly stored outside of any open product area.

VI. Reporting
If extraneous material is found it shall be reported to the quality assurance department for notification and investigative purposes. An extraneous matter report shall have the following elements:

- 1. Date found
- 2. Time found
- 3. Name of person who found it
- 4. Department it was found in
- 5. Report if it was found in the cheese
- 6. Report lot information for the cheese
- 7. Report what was found (tape to report or include in a bag if possible)
- 8. Who was notified
- 9. Report if the source was found
- 10. Report what the source was
- 11. Report what was done to fix the issue

Any damaged cases, while in our possession, shall be documented on a damaged material report. The damaged material report shall have the following elements:

- 1. Date damaged/found
- 2. Time damaged/found
- 3. What was damaged/found
- 3. Name of person who found material
- 4. Name of person completing form



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4. Location where damaged materials was found in the facility
5. Any details available of/if known how damage occurred
6. Was a photo taken
7. Disposition of damaged materials to be determined by QA

Quality assurance and support staff shall be responsible for investigation of extraneous matter reports and damaged material reports per the corrective action program.