



## Wiskerchen Cheese Inc. SOP

Title: Pre-Op & Operational Inspection

# 2.052

Issue Date: 11/22/11	Written By: Thomas Wiskerchen	Approved By: John Wiskerchen	Revision # 3	Revision Date: 12/11/20	Revised By: Denise Wolf	Supersedes: 3/5/18	Page 1 of 2
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**Purpose:** To ensure employees are following good manufacturing practices and to provide daily preventative inspection of machines and equipment in each department to ensure safe products are being produced.

**Responsibility:** All department heads and full time employees.

- Each department has a Pre-Operational Inspection Form. Most departments have an Operational Inspection Form. Some departments have Pre-Operational forms for specific pieces of equipment.
- Additional forms can be found in the binder by the copy machine.

### Pre-Operational Forms

1. At the beginning of each day and prior to any work being performed, an employee is required to fill out a Pre-Operational Inspection Form.
2. Each form covers a full week and starts on the Monday of that week.
3. Where it says Week of [blank] the employee needs to write Mondays date for that week in the blank.
4. Each form has a series of equipment that need to be inspected prior to start up.
5. Each piece of equipment has the following things that need to be answered to complete the inspection:
  - a. Are there any missing parts?
  - b. Is a power/air source available?
  - c. Is there wear on any moving parts?
  - d. Is the equipment clean and in working condition?
6. Answer each question after inspecting the equipment by circling either Y or N in response.
7. After all the questions for that piece of equipment have been answered for that day, the employee will write their initials in the spot provided to indicate that they inspected the equipment.
8. Any issues with equipment should be communicated to the maintenance department using the "Submit a Work Order Request" Limble Application (CMMS) on the computer.
9. On days where a piece of equipment is not in use, please write no production or NOP in the initials location.
10. At the end of the week place the pre-operational inspection form in the QA drop box.

### Operational Inspection Forms

1. Operational Inspection Forms need to be filled out at the beginning of each shift, and again at the end of each shift.
2. Each form covers a full week and starts on the Monday of that week.
3. Where it says Week of [blank] the employee needs to write Mondays date for that week in the blank.
4. Each form has a series of glass and/or brittle plastic items that need to be checked to insure they are intact.
5. Answer each question after inspecting the equipment by circling either Y or N in response.
6. After all the questions for that piece of equipment have been answered for that day, the employee will write their initials in the spot provided to indicate that they inspected the equipment.



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7. Any issues with equipment should be communicated to the Maintenance Department using the "Submit a Work Order Request" Limble Application (CMMS) on the computer.
8. At the end of the week place the pre-operational inspection form in the QA drop box.

### Pre-Operational Inspections for Specific Equipment

1. At the beginning of each shift (where specific equipment is being used) and prior to any work being performed, an employee is required to fill out a Pre-Operational Inspection Form.
2. At the end of each shift an employee needs to indicate if the equipment has been cleaned, sanitized and inspected.
3. Each form covers one day. Fill in the date in the appropriate place.
4. Answer each question after inspecting the equipment by circling either Y or N and/or filling in the appropriate chemical titration.
5. Employees will write their initials in the spaces provided to indicate that they inspected the equipment and/or titrated the appropriate chemical solution.
6. Any issues with equipment should be communicated to the Maintenance Department using the "Submit a Work Order Request" Limble Application (CMMS) on the computer, as well as taking a picture and notifying QA.
7. At the end of the day place the pre-operational inspection form in the QA drop box.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_