



Wiskerchen Cheese Inc. SOP

Title: Blue Food Service/Blue Ingredient Packaging Lines

2.007

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| Issue Date: 4/22/13 | Written By: Abby Hoffman | Approved By: John Wiskerchen | Revision # 4 | Revision Date: 02/18/2021 | Revised By: Denise Wolf | Supersedes: 5/10/2016 | Page 1 of 2 |
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Purpose: To provide a comprehensive training document for employees in the Blue Food Service Packaging department.

Scope: Cover the steps taken during packaging on the Blue Packaging Lines for producing finished product as well as integrating the quality control checks into an easy to follow flow of events.

Packaging

1. Verify the correct packaging (bags/cases) are being used for the order, making sure case labels are on straight and the code date matches the code date on the order sheet.
 - a. Operators tape bottoms of cases and line with blue tinted bags for 50 pound packages.
 - b. Lined cases or smaller packaging bags are set on the calibrated scale and filled with the appropriate cheese product.
 - c. Scales must remain clean and free of excess cheese debris.
2. Operators should constantly monitor the cheese for the following issues; odd colored mold, metal shavings, plastic pieces, pieces of gloves (both blue and green), etc
 - a. If an operator finds any suspect extraneous materials they should report the findings to the Department Head immediately.
 - b. If extraneous materials are found fill out an Extraneous Material Report (Form 7.043) and turn into the Quality Assurance Manager. See SOP 2.022: Extraneous Material Report for instructions.
3. Check the line spec book to find minimum and maximum allowable cheese weights based on customer specifications.
4. If the bag/case is over or under weight specifications, either subtract or add cheese product until it meets weight specifications
5. Packages that meet customer weight specifications are then sealed. Make sure the area of the packaging bag to be sealed is free of cheese debris or the seal will fail.
 - a. 50 pound cases are loaded from the scale onto the conveyor belt to the CVP. Align the bag that is inside the case so that the stainless steel snorkel, a small metal tab, hangs between the open sides of the packaging bag and that bag extends upwards between the sealing jaws.
 - b. Smaller packages are loaded onto a cart to await sealing with Doughboy sealer. Remove as much air as possible from the bags, load onto conveyor belt and feed into the sealer.
6. After sealing the operator performs a visual and physical check of the seal by pressing down on the bag lightly, feeling for any leaks and visually inspecting the seal for any trapped cheese.
 - a. When pressing down on the seal if there is air escaping the seal is bad.
7. Inspect the printed code date on the smaller packaging bags to make sure it is correct, legible, and matches the case label for the order.
 - a. If the code date is incorrect the operator must notify the Department Head and all bags going back to the last acceptable hourly check must be inspected for errors before the product can be released.
 - b. If the code date is illegible the date must be wiped off and rerun through the machine. If more than 3 code dates are illegible within a 1 hour pallet check, repeat step a.
8. Correctly sealed bags are loaded into cases and all cases are taped shut, passed through a metal detection unit if specified by the customer, and palletized according to customer specifications.



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a. If alarm sounds see SOP 2.046 Metal Detection for instructions.

9. When a pallet is finished the operator must fill out and attach an Inspection Sign-off Sheet to the top of the pallet. See SOP 2.038 –Inspection Sign Off-for instructions.

Quality Checks

10. The following quality checks need to be performed at the indicated times. Fill out the appropriate form for all checks as referenced in each SOP.

- a. Hourly Pallet Check (SOP 2.033) at start up, hourly, and each product change
- b. Product Changeover Quality Check (SOP 2.053) at start up, each product change, or any time additional packaging is brought to the line.
- c. Metal Detection if specified by the customer (SOP 2.039 or 2.046) at start up, after breaks, every 3 hours, and each product change.

Down Time

11. When issues arise that result in the packaging machines stopping, breaking down or otherwise not functioning the Department Head and the maintenance department must be notified. For issues that cannot be immediately resolved fill out a Work Order Request via Limble on the computer.

- a. All Quality checks listed above will have to be performed after maintenance is finished with the machine and before production can be resumed.

Approved By: _____

Date: _____