



Wiskerchen Cheese Inc. SOP

Title: Rework and Reboxing

2.059

Issue Date: 4/5/11	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # New	Revision Date:	Revised By:	Supersedes:	Page 1 of 1
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Responsible Party: Packaging Department Heads and Backups

- I. Quality Assurance shall provide notification to the head of a department (or their backup if the department head is unavailable) if product is dispositioned for rework or reboxing.
- II. The department head or backup shall fill out a "Rework/Rebox Worksheet" with the following information on the product to be reworked or reboxed.
 1. Date of reworking
 2. Shift of reworking
 3. The customer the product was originally produced for
 4. Product descriptions
 5. Product code date
 6. Item number or code
 7. Number of cases to be reworked
- III. Items that are repacked or recased without opening the primary packaging are designated as reboxing. The department head or backup shall record the following information on the "Rework/Rebox Worksheet":
 1. A check in the reboxed square
 2. The customer the product is reboxed for
 3. Product description
 4. New code date
 5. Item number or code
 6. Number of cases reworked
 7. The purchase order number that the item is applied to
 8. Comments including the number of cases disposed of (if any)
 9. Sign off on the paper work when the work is completed
- IV. Items that must be remilled are designated as rework. The department head or backup shall record the following information on the "Rework/Rebox Worksheet":
 1. A check in the rework square
 2. The customer the product was milled for
 3. Date of milling
 4. Number of tubs filled
 5. Comments including the number of cases disposed of (if any)
 6. Milling personnel signoff
- V. Turn the completed "Rework/Rebox Worksheet" into quality assurance once the rework and reboxing activities are complete.

Approved By: _____

Date: _____