



Wiskerchen Cheese Inc. SOP

Title: Production Changeover Quality Check # 2.053

Issue Date: 2/15/11	Written By: Abby Hoffman	Approved By: John Wiskerchen	Revision # 1	Revision Date: 1/31/17	Revised By: Abby Hoffman	Supersedes: 2/15/11	Page 1 of 1
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**Purpose:** The Production Changeover Quality check is to provide documentation to ensure all packaging materials, from finished runs, are removed from production lines and not inadvertently used for other products and/or customers.

**Correctly Filling out Documentation**

The Production Changeover Quality Check (PCQC) needs to be filled out for every product that is run. Multiple runs can be documented on the same form. This form is used to ensure all of the correct packaging is used for the proper customer and products. The PCQC documents movement of four categories of items: boxes, pails/cups/bags, lids, and sleeves/stickers. Not every run or department will need all four categories. The key, located on the bottom of the form, will indicate which categories each department will need to utilize on a regular basis. If a regularly used category is not needed for a specific run indicate this with N/A in the time and initials slot. Turn completed forms in daily to Quality Assurance.

- Correctly fill in date, department, shirt, and line information. (Located at the very top of sheet)
- The "Product" row is to be filled out as specifically as possible, with brand, size and type, i.e. Publix 4oz Blue Cups. Only putting an item number is not acceptable
- The Startup/Changeover line is to indicate all items were checked at the start of the run (Startup) and removed at the end of the run (Changeover). If additional materials are being brought to the line during the run, the Startup/Changeover box may remain empty, and time and initial placed with the associated supply.
- Every time items are BROUGHT TO THE LINE, this form needs to be utilized. An item being "in the room" does not exempt them from this check.
- Every product needs a Startup and a Changeover column. Shift end counts as a changeover, "shift change would be the appropriate ending for their lines", or employees may write "end."
- Upon Startup of a new product, a single individual needs to check all materials for consistency of item type. That person is then responsible for filling out the "Startup" column with time and initials. If it is the first run of the day/shift a single individual will still need to check all items to verify, with initials and time, that they are the correct materials. If the same material is being used for multiple runs, such as cups or lids, indicate "Generic" across the cup or lid lines.

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

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