



Wiskerchen Cheese Inc. SOP

Title: Hourly Pallet Checks

2.033

Issue Date: 8/9/08	Written By: Thomas Wiskerchen	Approved By: John Wiskerchen	Revision # 3	Revision Date: 6/09/22	Revised By: Denise Wolf	Supersedes: 2/16/16	Page 1 of 2
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Purpose: To ensure Wiskerchen Cheese Inc., is meeting quality controls on labeling and packaging of products for our customers.

Scope: All retail and food service finished products are subject to hourly pallet checks.

Responsibility: All full time packaging employees; packaging department heads, and/or quality assurance manager.

1. An hourly pallet check form can be found in the mail room, in the 3 three-ring binder above the copy machine.
2. Once the employee has found the master copy of the hourly pallet check form they should make a copy of it on the photo-copier.
3. After making a copy of the hourly pallet check form the employee should return the master copy to its original location.
4. Checks need to be documented at: shift start, changeovers, and shift end. Time between checks shall not exceed 1 hour.
5. When performing the hourly pallet check the following things need to be observed and verified;
 - a. Indicate the time that the hourly check took place at. The time recorded is the exact time of the check, not rounded to the nearest whole number (ex. 3:47pm not 3:45pm or 3:50pm). The time recorded will be recorded accurately based on the time of the actual check, not recorded as 1 hour from last check.
 - b. Record the name of the product being checked in the label/brand name box.
 - c. Verify that the correct cup/package and cases are being used for the product and order that is being filled.
 - d. Verify that the correct code date is printed on the product.
 - e. Verify that the code date on the product is legible.
 - f. Verify that the code date on the products case label is correct.
 - g. Verify that the code date on the products case label matches the code date on the product.
 - h. Verify that the labels are on straight.
 - i. Verify that the correct labels and/or sleeves are on the product.
 - j. Verify that the metal detection check is not exceeding 3 hours, if applicable.
 - k. Verify that the product weights are in specification. This requires taking a sample of the product that has been completed (i.e. pull the sample from the step right before it would go into the case and be sealed for the customer) and weighing the sample.



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- l. Verify that the product packaging or cup is fully sealed with a good seal. Verify that no cheese is stuck in the seal and that the seal is completely intact.
 - m. Verify that the outside of the packaging or cup is clean.
 - n. The employee performing these checks should initial at the bottom of the checks to indicate they have been performed.
 - o. If a check is missed, record why it was missed at the bottom of the sheet and how it will be prevented in the future.
 - p. If a check was done, it needs to be recorded immediately, an employee cannot go back and fill out a past check that was not recorded.
6. If any of the above items is incorrect then the following steps must be taken:
 - a. The employee performing the checks needs to notify the department supervisor of the issue so that it can be corrected.
 - b. When an issue is noted the employee is required to check 3 additional cups/packages for the same issue.
 - c. If 3 additional cups/packages all have the same issue then all cups/packages going back to the last hourly pallet check where all items were correct need to be examined for correctness before the product can be released.
7. Additionally the packaging line that the checks are being performed for needs to be recorded at the top of the form. i.e. Line 1 Feta
8. If any date changes are made throughout the day, they need to be indicated in the Date Change on Date Machine column.
9. The start and end time for the packaging shift needs to be recorded in the appropriate blanks.
Note: Exact beginning and end times shall be recorded, not rounded times.
10. The number of cases that were packaged during the full shift needs to be recorded.
11. List any issues encountered during the packaging shift at the bottom of the form for review and correction.