



Wiskerchen Cheese Inc. SOP

Title: Customer Specific Category 3 Hold

2.012

Issue Date: 4/5/11	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 1	Revision Date: 2/15/12	Revised By: Jesse Norton	Supersedes: 4/5/11	Page 1 of 1
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Responsible Party: Customer Specific Lines, Shipping and Receiving Staff

I. Packaging

1. All product produced for the specific customer shall be labeled with an inspection sign-off sheet that has a check in the "Place product on Hold 3 pending COA approval" box.

II. Shipping and Receiving

1. All product bearing checks in the "Place product on hold 3 pending COA approval" box shall be stretch wrapped and then a single wrap of "QA hold tape" shall be applied and taped in place. If there is no QA hold tape then hold 3 stickers shall be placed on all four sides.
2. The inspection sign-off sheet must be turned into QA immediately upon putting the product on hold.
3. If product remains at WCI, it must be kept in the hold bay. Product may be shipped to North Woods Assembly for holding.
4. Check with quality assurance 1 day prior to shipment of the product to see if results are in and the product can be released for shipment.
5. If product is not released for shipment, the QA hold tape or hold 3 stickers must remain in place.
6. If product is released for shipment, an accounting of the number of cases or total lbs present must be supplied in writing to quality assurance staff. The QA hold tape or hold 3 stickers must be removed from all of the pallets.
7. Once all hold tape/stickers are removed the product is ready for shipment.

Approved By: _____

Date: _____