



## Wiskerchen Cheese Inc. SOP

Title: STOP Lot Form

# 2.063

Issue Date: 10/24/08	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 1	Revision Date: 09/11/2020	Revised By: Nicole Stricker	Supersedes: 2/18/16	Page 1 of 2
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**Purpose:** To ensure Wiskerchen Cheese Inc., is following the First-in-First-Out (FIFO) procedures on ingredient and packaging rotation.

**Scope:** All employees of Wiskerchen Cheese that deal with packaging and ingredient handling.

**Responsibility:** Shipping and Receiving

### i. Locating stop lot form:

1. The stop lot form can be located in the following file path:
  - General(W:) > Staff > Stop Lots
2. There will be three (3) different excel files to chose from:
  - Cups, Lids, & Trays
  - Ingredients
  - Packaging – Films, Bags, & Foils
3. Chose the file that describes the item you need a stop lot for.
4. Once in the file navigate through the bottom tabs to find the stop lot you need.
5. A Stop lot form can also be found in the mail room, in the three-ring binder by the copy machine.
6. Once the employee has found the master copy of the STOP lot form they should make a copy of it on the photo-copier.
7. After making a copy of the STOP lot form the employee should return the master copy to its original location.

### ii. Filling out the Stop lot form:

1. Once supplies (ingredients, packaging, etc.) are unloaded from the trailer or transport truck they need to have a STOP lot form filled out for each pallet or individual boxes when there are only a few boxes.
2. When filling out a STOP lot form the following information needs to be filled in the appropriate boxes on the form:
  - a. Indicate the product. (Example: 4oz. Feta Cups )
  - b. Record the date under the date received section in MM/DD/YY format. (Example: 09/11/20)
  - c. Record the PO number under P.O.# section
  - d. The manufacture lot number needs to be recorded under the lot number section. If no lot number is available then the date code may be used.
  - e. Indicate the pallet number out of total number of pallets. Example: (6 of 30)
3. Attach to each pallet or individual case (when there are only a few cases) the lot and pallet number by stapling the tag to each pallet bearing that product or case of product.
4. Attach a STOP lot form to the first pallet or case (1 of X) with a piece of packaging tape.



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5. Store the pallets in the appropriate locations in the warehouse storage area.

### **Responsibility: Employees retrieving supplies or ingredients**

1. When retrieving supplies or ingredients from storage the employee should check the pallet to see that they are using the oldest pallet of that supply first.
2. Pallets with the oldest lot number date and lowest pallet number are the oldest supplies.
3. Prior to pulling product off of the pallet the employee should check the pallet for a STOP lot form.
4. If there is a STOP lot form the employee needs to record the date that they are starting the lot (the date they are taking product off of the pallet) and sign their name to indicate that they started the pallet.
5. If the STOP lot form is missing and the pallet has not been started yet (still wrapped in plastic), then the employee should notify the Shipping and Receiving Department that they need a STOP lot form for the supplies in question.
6. Once filled out the STOP lot form should be placed in the nearest QA drop box or given to the Quality Assurance Manager.

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

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