



## Wiskerchen Cheese Inc. SOP

Title: Inspection Sign Off Sheet Procedure

# 2.038

Issue Date: 10/24/11	Written By: Abby Hoffman	Approved By: John Wiskerchen	Revision # 1	Revision Date: 11/16/15	Revised By: Danette Jepsen	Supersedes: 10/24/11	Page 1 of 1
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**Purpose:** To provide a comprehensive training document for initial and review training for Retail, Bulk and Shipping & Receiving Employees.

**Scope:** Cover the steps taken to check finished product against the Inspection Sign Off Sheet, as well as integrating the quality control checks that occur prior to product shipment.

1. The Inspection Sign Off sheet can be found in the mail room in the 3 three-ring binder by the copy machine.
2. After making a copy of the Inspection Sign Off sheet, the employee should return the master copy to its original location.
3. Each pallet that makes up an order needs an Inspection Sign Off Sheet.
4. An inspection Sign Off Sheet needs the following information recorded in the appropriate areas:
  - a. Date of packaging
  - b. Purchase order number
  - c. Short product description (example: A&P 4 oz RF Cr Feta)
  - d. Date on case label
  - e. Date on pieces (cups, chunks, packaging bags, etc)
  - f. Number of cases on the pallet
5. In the middle of the Inspection Sign Off sheet there is a space for a case label or a back and front panel label.
6. One of each of the applicable labels needs to be attached to the Inspection Sign Off sheet for future reference.
7. The inspection Sign Off sheet should be used as a reference during hourly pallet checks and in other cases where an individual needs to confirm information about an order.
8. When a pallet is completed the packaging employees who worked on it, need to sign off to indicate that all product on that pallet matches the information on the Inspection Sign Off Sheet.
9. If additional pallets of that same product are needed to finish the order then the employee needs to indicate which pallet it is (example: pallet 1 of 5).
10. Prior to taking the pallet up to the cooler or to Shipping & Receiving the packaging employees should attach the Inspection Sign Off Sheet to the top of the pallet.
11. Once in the cooler or the lineup, Shipping & Receiving must confirm the pallet information.
12. Confirmation of inspection and correctness is achieved by opening one case from each pallet and checking that case and the product within to make sure all applicable information matches what was recorded on the inspection sign-off sheet. i.e. correct number of cases, date, boxes, sleeves, stickers, lids and cups
13. If all the information matches, the Shipping & Receiving employee should reseal the opened case and place it back on the pallet.
14. The inspection Sign Off Sheet should then be signed in the Warehouse Sign-Off Section and placed in a QC drop box for final confirmation.

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

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