Wiskerchen Cheese Inc. SOP	
Title: Placing Product on Hold	# 2.050

Issue Date: 11/16/11	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 1	Revision Date: 10/10/12	Revised By: Abby Hoffman	Supersedes: 11/16/11	Page 1 of 2

Responsible Party: Trained Employees

Objective: To ensure that product with pending pathogen results are not shipped, and non-conforming products, materials and ingredients are not used in making a finished product.

All Department Heads at the facility shall have the authority to place product on hold. To place a product on hold the following needs to be communicated to the Quality assurance department via the "Product to be Placed on Hold" form. A Department Head does not need to assign a Hold Category to product when placing it on hold.

The following information must be documented on the Product to be Placed on Hold Form:

1. Date of Hold
2. Product Code Date
3. Product Description
4. Reason for Hold
5. Total pounds on Hold and or Total Cases on Hold

All products on hold shall be designated as being on hold through the use of Hold tags/tape. The hold tags shall be placed on all four sides of a pallet or container to be placed on hold. Hold tape shall be wrapped around each pallet. Items on Hold 1 shall be segregated from other product. Hold 1's will be marked and placed in the designated Hold Chained bay. Hold 2 and 3 will receive Hold Tape.

Quality assurance staff shall have the authority to investigate the cause/category of product holds as well as determine the final disposition of product holds.

Hold Categories

Hold 1 – <u>When a non-conformity poses a potential product safety, major regulatory or major quality concern:</u> Undeclared allergens identified in product or material; Failure to meet CCP/sPP requirements; Contamination due to employee illness; Unacceptable pathogen test result; Presence of an undeclared ingredient; Extraneous matter; Pathogens, etc. Customers with reporting requirements must be notified.

Hold 2 – <u>When a non-conformity poses a minor product quality or regulatory concern:</u> A non-conformance which causes the ingredients on the ingredient list to be in the wrong order; Net contents compliance lot average is below the stated label weight claim; Non-conforming product pending corrective action completion, re-testing and or final disposition decision; Deviation from a CCP/sPP requirement pending investigation or further actions as defined; Finished product awaiting results of testing that is not required for a COA.

Hold 3 – When other reasons exist for needing to hold product: Finished product awaiting test results which are required for a COA; Product produced as a result of a trial.

Approved By: _____ Date: _____