Purpose: To provide a comprehensive training document for initial and review training for employees in the Feta Retail Packaging department.

Scope: Cover the steps taken during packaging on the Feta Retail Packaging CVP Line for producing finished product, as well as integrating the quality control checks into an easy to follow flow of events.

1. An operator moves a large white cheese tub to the weighing station using the powered pallet jack.
   a. Check the order to make sure the correct type of cheese is being used.
   b. Make sure the white plastic or stainless steel scoops are clean. If they are not clean; wash and sanitize them according to SOP: Cleaning of Hand Tools and Utensils.
   c. Make sure the cheese has already been crumbled.
   d. All operators should constantly monitor the cheese for the following issues; mold, metal shavings, plastic pieces, pieces of gloves (both blue and green), etc
      i. If an operator finds any of the above objects they should report the findings to the Department Head immediately.
      ii. If extraneous material such as metal shavings, plastic pieces, glove pieces, etc are found an Extraneous Material Report should be filled out and turned into the Quality Assurance Manager. See SOP: Extraneous Material Report for instructions.
2. The correct packaging bags are filled by the operator with the appropriate cheese product from the large white cheese tub using a white plastic or stainless steel scoop and weighed on the calibrated scale.
   a. Make sure the white plastic or stainless steel scoop is clean. If it is not clean; wash and sanitize it according to SOP: Cleaning of Hand Tools and Utensils.
   b. Make sure printed labels are straight, correct for the packaging bag and that the bag is appropriate for the order that is being worked on.
   c. Make sure that scales remain clean and free of excess cheese debris.
3. Check the Feta Retail Packaging department weight chart for bags to find minimum and maximum allowable cheese weights based on; customer specifications, cheese type and additive options.
4. Full cheese packaging bags, that meet customer weight specifications, are loaded by the operator onto the CVP machine shelf.
   a. If the bag is over or under weight specifications, either subtract or add cheese product until the bag meets weight specifications.
5. Align the packaging bag so that the stainless steel snorkel hangs between the open sides of the packaging bag and that bag extends upwards between the sealing jaws.
   a. Make sure the area of the packaging bag to be sealed is free of cheese debris or the seal will fail.
6. The operator then pulls down on the CVP sealing lever and a gas flush is applied to the packaging bag.
7. During sealing, the operator applies a code date sticker, as requested by the customer.
   a. Make sure the packaging bag is clean.
   b. Make sure the code date sticker is on straight.

8. After sealing has occurred the operator performs a visual and physical check of the seal by pressing down on the bag lightly, feeling for any leaks and visually inspecting the seal for any cheese trapped in it.
   a. When pressing down on the seal you should feel air escaping if there is a bad seal.
   b. Cheese in the seal will eventually cause it to fail.
9. If the packaging bag passes the seal check, the operator checks the code date to make sure it is correct, legible and matches that of the case label for the order.
   a. If the code date is incorrect the operator must notify the Department Head. All packaging bags going back to the last hourly pallet check where the code date was found to be correct on the code date sticker must be checked for errors before the product can be released.
   b. If the code date is illegible the operator must peel off the code date sticker and apply a new code date sticker.
   c. If more than 3 repeatable, illegible code date issues occur between hourly pallet checks then the Department Head must be notified. All packaging bags going back to the last hourly pallet check where the code date was found to be correct must be checked for correctness before the product can be released.
10. If the case code date matches the packaging bag then the bag is loaded into the case according to customer specifications.
11. Full cases are then passed through an auto-taper and then passed through a metal detection unit.
    a. If alarm sounds see SOP: Metal Detection for instructions or the metal detector quality check form.
12. Cases that pass metal detection are then palletized according to the customer's specifications.
13. When a pallet is finished the operator must fill out and attach an Inspection Sign-off Sheet to the top of the pallet. See SOP: Pallet Inspection Sign-off for instructions.
14. At start-up, each product change, and hourly the following quality checks need to be performed: Hourly Pallet Check, Metal Detection, and Gas Flush Analysis. See SOP: Hourly Pallet Check, SOP: Metal Detection and SOP: Gas Flush Analysis for instructions.
15. When issues arise that result in the machine stopping, breaking down or otherwise not functioning the Department Head must be notified as well as the maintenance department. For issues that cannot be immediately resolved a maintenance work order should be filled out and turned in to Maintenance for proper attention.

Approved By: _____   Date: _____