



## Wiskerchen Cheese Inc. SOP

Title: Feta Retail Prime Packaging Line

# 2.028

Issue Date: 9/12/08	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 1	Revision Date: 2/23/16	Revised By: Danette Jepsen	Supersedes: 9/12/08	Page 1 of 2
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**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 Prime packaging line for producing finished product, as well as integrating the quality control checks into an easy to follow flow of events.

1. An operator takes a slab from the large, white cheese tub labeled for cutting and places it on the slab cutter in a horizontal position, with the guide to the left of the horizontal cutting wire.
  - a. Check the order to make sure the correct type of cheese is being used.
  - b. 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 slab is then advanced through the machine to create a top trim piece and a clean cut piece of cheese for further cutting.
  - a. The top trim piece is placed in a large white cheese tub which is set aside for trim pieces.
3. The slab is now in the secondary position which pushes up into the vertical cutting harp.
4. The small trim pieces, of the now cut cheese, are then placed in the large white cheese tub.
5. Chunks are placed in small white cheese tubs and placed on metal racks.
6. Full metal carts are moved over to the operator at the beginning of the prime packaging machine.
7. Cavities in the film for the prime packaging machine are filled with cheese chunks by the machine operator.
8. After being filled with cheese the film is advanced, sealed, cut and removed from the other side of the machine.
9. The operator located at the green conveyor belt is responsible for final separation of each package from the film as well as visual inspection of the seals.
  - a. If a bad seal is discovered: remove the cheese chunk from the packaging, pass the cheese chunk back to the operator at the beginning of the prime machine and have the cheese resealed in new packaging.
10. Once the chunks pass inspection and are separated they are fed onto the check weigher conveyor for weight checking.
  - a. Weight checking is only performed on exact weight products.
  - b. Rejected product is rerun through the check weigher a second time.
    - i. Product that is rejected a second time is removed from its packaging, passed to the operator at the beginning of the prime machine and paired with a small piece of trim to meet weight.
11. After the check weigher, depending on customer requirements, the product may be transferred to the chunk line in clean, white tubs bearing a single red stripe or continue with packaging as written below.



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- a. See SOP: Feta Retail Packaging Chunk Line for instructions where product is transferred to the chunk line.
12. Packaging that can be completed on the Prime Packaging Line receives the front and back panel labeling as required.
  - a. Make sure that the code date is correct, is legible and matches the code date on the case label.
  - b. If there is an issue with the code date the operator must notify the Department Head and all packaging 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.
13. The cheese product is then cased.
14. Full cases are then sealed and palletized according to the customer's specifications.
15. 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.
16. At start-up, each product change and at hourly intervals the following quality checks need to be performed: Hourly Pallet Check. See SOP: Hourly Pallet Check for instructions.
17. When issues arise that result in the prime 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: \_\_\_\_\_