



Wiskerchen Cheese Inc. SOP

Title: Glass & Plastic Clean Up

2.032

Issue Date: 6/9/09	Written By: Thomas Wiskerchen	Approved By: John Wiskerchen	Revision # 2	Revision Date: 2/17/16	Revised By: Danette Jepsen	Supersedes: 6/16/10	Page 1 of 1
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Purpose:

To ensure the safety of the employee, customer, and consumer Wiskerchen Cheese Inc., follows a standardized glass and plastic clean up procedure.

Responsibility:

All Department Heads, Quality Assurance, packaging and production employees.

Procedure:

1. Detection of broken glass/shattered plastic during any phase of production shall result in the immediate halt of production or activities where there is potential for raw ingredients, finished product and/or packaging to become contaminated with glass or plastic.
2. Notify the Department Head immediately after glass/plastic breakage.
3. Investigate what equipment, raw or finished product or packaging materials might be contaminated with broken glass or shattered plastic.
4. All equipment that may be contaminated must be thoroughly emptied of product, washed, sanitized, inspected and approved by Department Head before start-up.
5. Employees working in that area must check the bottom of their shoes for fragments of glass or plastic and clean shoes accordingly if any is found.
6. Contaminated product must be placed on Hold 1 and/or discarded.
7. Notify Quality Assurance so a corrective action form can be completed and retained.

Approved By: _____

Date: _____