



## Wiskerchen Cheese Inc. SOP

Title: Blue Retail Packaging Cup Line 1 & 2

# 2.009

Issue Date: 10/3/08	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 4	Revision Date: 02/11/2021	Revised By: Denise Wolf	Supersedes: 12/12/2019	Page 1 of 2
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**Purpose:** To provide a comprehensive training document for initial and review training for employees in the Blue Retail Packaging department.

**Scope:** Cover the steps taken during packaging on the Blue Retail Packaging cup line 1 and 2 for producing finished product, as well as integrating the quality control checks into an easy to follow flow of events.

### Packaging

1. Check the order to make sure the correct type of crumbled cheese is being used, and that the label on the tub matches the order. Also verify the correct packaging (cups/lids/sleeves) are being used.
2. With a large blue scoop, scoop cheese into small blue tubs and take to weighing station.
  - a. Make sure all sizes of blue plastic or stainless steel scoops are clean. If they are not clean; wash and sanitize them according to SSOP: Cleaning of Hand Tools, Utensils, Trays, Aprons, & Tubs.
  - b. All operators should constantly monitor the cheese for the following issues; odd colored mold, metal shavings, plastic pieces, pieces of gloves (both blue and green), etc.
    - i. If an operator finds any suspect extraneous materials they should report the findings to the Department Head immediately.
    - ii. If any extraneous materials are found fill out an Extraneous Material Report (Form 7.043) and turn into the Quality Assurance Manager. See SOP 2.022: Extraneous Material Report for instructions.
3. The operator fills the cups with the appropriate cheese product from the small, blue cheese tub using a stainless steel scoop and weighed on the calibrated scales.
  - a. Make sure labels are on straight and correct for the cup.
  - b. Make sure that scales remain clean and free of excess cheese debris.
4. Check the Blue Retail Packaging department weight chart for cups to find minimum and maximum allowable cheese weights based on specifications.
5. Cheese cups that meet weight specifications are loaded by the operator onto the cup machine conveyor.
  - a. If the cup is over or under weight specifications, either subtract or add cheese product until the cup meets weight specifications, then load onto the conveyor.
  - b. Make sure there is no cheese on the rim of the cup as it prevents proper sealing.
6. A customer specific code date is applied to the cup by a print head.
7. After receiving a code date the cheese cup is advanced through a series of gates (pins that regulate the rate of cup advancement onto the die wheel) to the die wheel.
8. The cup is pushed into the die wheel by an air-driven piston and lowered into the die.
9. As cups advance around the wheel they will undergo the following steps:
  - a. At station 1 – A mechanical arm will place a foil seal down on the cup.
  - b. At station 2 – A heating element will seal the foil down on the cheese cup.
  - c. At station 3 – A lid will drop down, from the lid spinner, into the lidder and be applied to the cup.
  - d. At station 4 – The cup will be lifted from the die wheel and slid out to an operator.
10. This operator performs a visual and physical check of the seal by pressing down on the lid, feeling for any leaks and visually inspecting for any cheese on the sealed portion of the cup rim.



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- a. Occasionally the lid should be removed and a more thorough inspection should be made of the foil seal.
  - b. When pressing down on the seal you should feel air escaping if there is a bad seal.
    - i. If a bad seal is discovered: remove the old foil seal, inspect the rim of the cup to ensure that the cup will seal again. Pass the unsealed cup back to the start of the conveyor gates and have the cup resealed by the cup machine.
    - ii. If the rim of a cup would prevent resealing, the cheese should be transferred to a new cup.
11. If the cup passes the seal check it will be checked to see that the code date 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 and all cups, going back to the last acceptable hourly pallet check, must be checked for errors before the product can be released.
  - b. If the code date is illegible the operator must clean off the code date and rerun the cup through the code date conveyor.
    - i. If the code date is still incorrect the print head needs to be cleaned by pouring a small amount of print head cleaner on the provided cloth and rubbing the print head to clean it.
    - ii. If more than 3 repeatable, illegible code date issues occur between hourly pallet checks then the Department Head must be notified and all cups, going back to the last acceptable hourly pallet check, must be checked for readability before the product can be released.
12. If the case code date matches the cup then the cup receives a sleeve, if applicable, and is loaded into the case according to customer specifications.
13. Full cases are then sealed and palletized according to the customer's specifications.
14. When a pallet is finished the operator will leave one (1) case open on the pallet. A pallet tag with the correct cheese tub information that was used will be printed and placed on stretch wrapped pallet.

### Quality Checks

15. The following quality checks need to be performed at the indicated times. Fill out the appropriate form for all checks as referenced in each SOP.
- a. Hourly Pallet Check (SOP 2.033) at start up, hourly, and each product change
  - b. Leak Detection (SOP 2.041) at start up, hourly, and each product change.
  - c. Product Changeover Quality Check (SOP 2.053) at start up, each product change, or any time additional packaging is brought to the line.
  - d. Metal Detection if specified by the customer (SOP 2.039 or 2.046) at start up, after breaks, every 3 hours, and each product change.

### Down Time

16. When issues arise that result in the cup machine stopping, breaking down or otherwise not functioning the Department Head and the maintenance department must be notified. For issues that cannot be immediately resolved fill out a Work Order Request via Limble on the computer.
- a. All Quality checks listed above will have to be performed after maintenance is finished with the machine and before production can be resumed.

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

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