



Wiskerchen Cheese Inc. SOP

Title: Feta Retail Chunk Line # 2.024

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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 Packaging chunk line for producing finished product as well as integrating the quality control checks into an easy to follow flow of events.

- 1. An operator receives packaged cheese chunks from the Prime Packaging Line in clean, white small cheese tubs on stainless steel rack carts.
2. The operator then takes the individual cheese chunk packages and feeds them onto the label application conveyor in the appropriate orientation.
3. After receiving front and back panel labels the cheese chunks pass through a metal detection unit.
4. Post metal detection, the labeled cheese chunks will fall upon a clean plastic cart for inspection.
5. An operator is responsible for checking that the front and back panels match the labeling required by the customer.
6. Correctly labeled and code dated product is then cased and run through the auto-taper.
7. Sealed cases are then palletized according to the customer's specifications.
8. When a pallet is finished the operator must fill out and attach an Inspection Sign-off Sheet to the top of the pallet.
9. At start-up, each product change, and hourly the following quality checks need to be performed: Hourly Pallet Check and Metal Detection.
10. 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.

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

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