

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.
 - a. Make sure the correct front and back panel labels are loaded in the application machines.
- 3. After receiving front and back panel labels the cheese chunks pass through a metal detection unit.
 - a. If an alarm sounds see SOP: Metal Detection for instructions or the metal detector quality check form.
- 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. The code date displayed on the cheese chunk has to match that of the case label and check that they are both correct.
 - a. If there is an issue with the code date the operator must notify the Department Head and all packaging, going back 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.
- 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. See SOP: Pallet Inspection Sign-off for instructions.
- At start-up, each product change, and hourly the following quality checks need to be performed:
 Hourly Pallet Check and Metal Detection. See SOP: Hourly Pallet Check and SOP: Metal Detection for
 instructions.
- 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. 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: