



## Wiskerchen Cheese Inc. SOP

Title: Feta Retail Packaging Cup Lines 2,3, & 4

# 2.026

Issue Date: 9/12/08	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 5	Revision Date: 04/12/2021	Revised By: Denise Wolf	Supersedes: 02/10/2021	Page 1 of 3
------------------------	-----------------------------	---------------------------------	-----------------	------------------------------	----------------------------	---------------------------	-------------

**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 cup lines 2, 3, & 4 for producing finished product, as well as integrating the quality control checks into an easy to follow flow of events.

### Packaging

1. An operator scoops, with white plastic or stainless steel scoops, cheese from the large white cheese tubs labeled for the order and loads it into a small white cheese tub and takes the cheese to their weighing station.
  - a. Check the order to make sure the correct type of crumbled cheese and packaging (cups/lids/sleeves) are being used.
  - b. Make sure all white 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.
  - c. 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 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.
2. The operator then fills the cups with the appropriate cheese product from the small, white cheese tub using a stainless steel scoop and weighed on the calibrated scales.
  - a. Make sure labels are on straight, are correct for the cup
  - b. Make sure that scales remain clean and free of excess cheese debris.
3. Check the Feta Retail Packaging department weight chart for cups to find minimum and maximum allowable cheese weights based on customer specifications, cheese type and additive options.
4. Cheese cups that meet customer weight specifications are loaded onto the cup machine conveyor and automatically advanced to the cup sealer and gas flush chamber.
  - a. If the cup is over or under weight specifications, either subtract or add cheese product until the cup meets weight specification, then load onto the conveyor.
  - b. Make sure there is no cheese on the rim of the cup as it prevents proper sealing.
5. **Rules about Surge:**

Surge is the term for the stacking of cups at the **back** of each cup line to use when there are gaps on the conveyor because the operator has to refill tubs, packaging, etc.

  - a. Cups must not be stacked inside each other, they are to be stacked in a staggered manner (like a pyramid).
  - b. For Cup Lines 2 & 3 cups can be stacked no more than 3 high at any time. Surge for line 4 can be stacked no higher than 4 high due to increased cup demand.



## Wiskerchen Cheese Inc. SOP

Title: Feta Retail Packaging Cup Lines 2,3, & 4

# 2.026

Issue Date: 9/12/08	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 5	Revision Date: 04/12/2021	Revised By: Denise Wolf	Supersedes: 02/10/2021	Page 2 of 3
------------------------	-----------------------------	---------------------------------	-----------------	------------------------------	----------------------------	---------------------------	-------------

- c. All surge cups must be used within 2 hours.
  - d. There are to be **NO** stacked cups along the sides of the machines.
  - e. There are to be **NO** stacked cups on the cart of the person weighing cheese on the scale.
6. After receiving gas flush, if applicable, and being sealed, the cups will roll down the stainless steel rollers to another operator.
7. This operator performs a visual and physical check of the seal by pressing down on the film, feeling for any leaks, and visually inspecting for any cheese on the sealed portion of the cup rim.
  - a. When pressing down on the seal you should feel air escaping if there is a bad seal.
  - b. Cheese on the rim can eventually cause the seal to fail.
    - i. If a bad seal is discovered: remove the old film seal, pass the unsealed cup back to the operator at the weighing station and have the cup resealed by the cup machine.
8. If the cup passes the seal check, it is then capped with the appropriate lid.
9. The lidded cup is then placed on the code date conveyor which passes through the metal detector.

If an alarm sounds as a cup is being metal detected:

  - a. The cup must be passed through the metal detector an additional 3 times.
  - b. If no additional alarms sound the cup can proceed.
  - c. If any one of the 3 additional passes results in an alarm the cup should be examined for metal.
  - d. If there is confirmed metal in a cup then an Extraneous Material Report needs to be filled out -see Section 1.d.
  - e. If there are 3 confirmed metal detections in cups during an hour the Department Head and Quality Assurance Manager should be notified, then all cups going back to the last acceptable hourly pallet check should be metal detected.
10. If required, a customer specific code date is applied to the cup at this time by a print head.
11. After receiving the code date the cup 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 hourly pallet check where the code date was found to be correct on the cup 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 hourly pallet check where the code date was found to be legible 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.



## Wiskerchen Cheese Inc. SOP

Title: Feta Retail Packaging Cup Lines 2,3, & 4

# 2.026

Issue Date: 9/12/08	Written By: Jesse Norton	Approved By: John Wiskerchen	Revision # 5	Revision Date: 04/12/2021	Revised By: Denise Wolf	Supersedes: 02/10/2021	Page 3 of 3
------------------------	-----------------------------	---------------------------------	-----------------	------------------------------	----------------------------	---------------------------	-------------

14. When a pallet is finished the operator will leave one (1) box open on the pallet. A printed pallet tag with the correct cheese tub information that was used must 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.
- Hourly Pallet Check (SOP 2.033) at start up, hourly, and each product change
  - Gas Flush Analysis (SOP 2.031), at start up, every ½ hour, and each product change
  - Leak Detection (SOP 2.041) at start up, hourly, and each product change.
  - Product Changeover Quality Check (SOP 2.053) at start up, each product change, or any time additional packaging is brought to the line.

### 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.
- 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: \_\_\_\_\_