



Wiskerchen Cheese Inc. SOP

Title: Shipping Security Log Report Document

2.062

Issue Date: 11/15/10	Written By: Abby Hoffman	Approved By: John Wiskerchen	Revision # New	Revision Date:	Revised By:	Supersedes:	Page 1 of 1
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Overview

Incoming trucks containing product for Wiskerchen Cheese Inc. shall be sealed with a proper seal. The seal number will be listed on the bill of lading. Verification of the seal provides security for the load and protection from contamination/tampering between loading and delivery points. In the event of a broken/new seal a Shipping Security Log needs to be filled out.

Shipping Security Log Report

Fill in date, carrier name, address and fax, driver's name, driver's license number. Have the driver sign form. State the issue i.e. broken/new seal and reasoning for breakage. It is then the responsibility of the employee filling out the form to decide whether the load has been compromised or can be accepted. If the employee is uncomfortable making this decision for any reason, contact Quality Assurance.

Guidelines for accepting the load

Provided with the proper documentation the following are acceptable reasons for a new or broken seal.

- Driver was pulled over by law enforcement.
- Driver had a split load.
- Maintenance issues.
- DOT issues.
- Other justifiable reason.

After proper evaluation, finish completing the Log Report; indicate accept or reject, sign form, print name and return form to QA.

Approved By: _____

Date: _____