



# Employee Training Manual

Extraneous Matter

# Extraneous Matter

- Extraneous Matter is anything that is found in our product or ingredients that should not be there.
  - Glass & Brittle plastics
    - Glass should not be taken into production room environments. If glass is required it shall be shatter proof or safety coated to prevent breakage.
    - Any detection of broken glass in open product areas shall result in the immediate shut down of the line for cleanup and investigation.



# Extraneous Matter

- Control for brittle plastics
  - Documented pre-production and post production checks are performed each shift for brittle plastic items in that production area that could be broken during normal production.
  - Any detection of brittle plastics in open product areas shall result in immediate shut down of the line for cleanup and investigation.
- This facility has a glass and brittle plastic register which is audited each month.

# Extraneous Matter

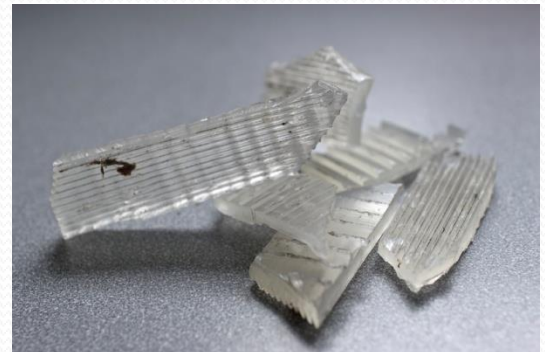
- Metal
  - A pre-operational inspection is done to ensure that there are no loose or missing parts or wear on moving parts at the startup of each production day in each production area.
  - Preventative maintenance is done to ensure that equipment does not become a source of metal contamination.

# Extraneous Matter

- Metal Detection
  - Finished product is run through metal detection equipment.
  - Metal detector operating settings are set at the most sensitive detection level possible for metal in the product without generating false rejects.
  - All metal detectors in the facility detect for:
    - Ferrous
    - Non-Ferrous
    - Stainless Steel

# Extraneous Matter

- If extraneous material is found it shall be reported to the quality assurance department for notification and investigative purposes.



# Extraneous Matter

- An extraneous matter report shall be filled out and contain the following:
  - Date found
  - Time found
  - Name of person who found it
  - Department it was found in
  - Was it found in the cheese
  - What was found
  - Who was notified
  - Was the source found, if so what was the source
  - What was done to correct the problem

WISKERCHEN CHEESE, INC  
**EXTRANEIOUS MATERIAL REPORT**

Date Found: \_\_\_\_\_ Time Found: \_\_\_\_\_

Your Name: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Cheese: \_\_\_\_\_

Was material found in cheese?      **YES**              **NO**

Cheese Date: \_\_\_\_\_ Vat: \_\_\_\_\_ Tub#: \_\_\_\_\_ (if app

Pallet #: \_\_\_\_\_ (if applicable)      Location Found: \_\_\_\_\_

What was found? (Tape to paper, if possible) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who did you notify? \_\_\_\_\_

Did you find the source of the material?      **YES**              **NO**

If yes, what was the source and how did you find it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was done to correct the problem? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_