

**STANDARD OPERATING PROCEDURE – Receipt of  
Ingredients, Packaging Material and Other Food/Food  
Contact Materials**

**Comment [MW1]:** NOTE: This sample SOP details the procedures for a pasteurized milk cheddar. Some parts may need to be adjusted for other styles of pasteurized milk cheeses

**FILE NAME:** **Location on your computer/company network**

**Authored by:** **Rob Ralyea**  
**Last Modified on:** **08/01/2013**

**Comment [MW2]:** NOTE: add updated author

**EFFECTIVE DATE:** **Date of Approval**

**APPROVED BY:** \_\_\_\_\_  
**QA Manager or Plant Manager/Owner**

## SECTION 1: INTRODUCTION

### 1.1. Purpose

To establish rigid procedures to be followed when receiving any ingredients, packaging materials or food/food contact materials that will be used for production at (insert plant or company name here). Food ingredients and food contact packaging materials must be received and stored properly. If items arrive damaged they could contaminate the products they are used with. After arrival, proper storage is also important to protect ingredients and packaging from degradation and contamination. Accurate documentation of materials received is also critical to our ability to trace ingredients and food contact packaging in the event of a product recall.

**Comment [MW3]:** NOTE: insert plant or company name here

### 1.2. Scope

This SOP applies to all ingredients and packaging materials that are received at the (insert company name here).

**Comment [MW4]:** NOTE: insert plant or company name here

### 1.3 Other Applicable References

- A. Good Manufacturing Practices
- B. Sanitation Standing Operating Procedures

## SECTION 2: MATERIALS

### 2.1 Supplies

- A. Itemized documentation of delivered materials (bill of lading, packing slip, invoice, etc.)

### 2.2 Equipment

- A. Cart, fork lift

### 2.3 Hazards

- A. To avoid injury, use proper lifting techniques when heavy materials are received.
- B. Exercise caution when using equipment such as fork lifts and skid loaders.

## SECTION 3: PROCEDURES

- 3.1 When delivery trucks arrive the receiving personnel should be given documentation of the shipment.
- 3.2. Inspect the items for damage. Only accept food ingredients and food contact packaging materials that are in their intact original containers.
- 3.3. Confirm that the material delivered is what is listed on the shipment documentation, i.e. correct quantity and type.
- 3.4. Look to see if the materials lot numbers are recorded on the shipment documentation. If they are not, then write the lot numbers on the documentation.
- 3.5 If the shipment is supposed to be frozen or chilled, verify that the product temperature is as it should be.
- 3.6. Sign and date the shipment documentation and file a copy for the plant file.
- 3.7 If the shipment is damaged or does not otherwise meet specification, reject the load.

3.8. If the shipment is in good condition, unload the material and take it to its appropriate storage location.

## **SECTION 4: RECORD KEEPING**

### **4.1 Invoice/Receipts.**

A. Documentation of receipt of ingredients/packaging materials will be filed and maintained for (how long).

B. An electronic lot number database is recommended but not required. If one is maintained, it can be accessed at [REDACTED].

**Comment [MW5]:** NOTE: insert file location

### **4.2. Lot Numbers**

A. Lot numbers should be tracked as accurately as possible. This lot number becomes critical for traceability if a recall is ever necessary. We must make the assumption that every ingredient we use must be tracked so that we can identify which products contain said ingredient. For example, if one uses a spice as an ingredient, and the company recalls the spice for Salmonella contamination, for example, we must be able to identify ALL of our production lots that contain this particular lot (or lots) of recalled spice. Therefore, insure ALL LOT NUMBERS ARE ENTERED on each make sheet.

The following individual is responsible for implementation of this SSOP and has overall authority on-site:

Name: [REDACTED] Title: [REDACTED]

Date: [REDACTED]

<b>Cheese Name Here</b>	<b>DATE:</b>
-------------------------	--------------

MILK	STARTER CULTURE	VOLUME	LOT NUMBER	TARGET
VAT				
Milk Volume				
Milk Butterfat				
Milk pH				
Milk coliform				
Protein				
SCC				
Pre-Draw Whey BF%				

COMMENTS:	OTHER INGREDIENTS																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffcc99;">Product</th> <th style="background-color: #ffcc99;">Volume</th> <th style="background-color: #ffcc99;">Lot Number</th> </tr> </thead> <tbody> <tr><td>Rennet</td><td></td><td></td></tr> <tr><td>CaCL</td><td></td><td></td></tr> <tr><td>Salt</td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Product	Volume	Lot Number	Rennet			CaCL			Salt											
Product	Volume	Lot Number																				
Rennet																						
CaCL																						
Salt																						

CHEESE ANALYSIS	QUALITY EVALUATION
Butterfat %	Flavor
Moisture %	Body
pH	Texture
Salt	Appearance
Coliform	

NOTES:


STEP	TIME	FROM	TO	Minutes	Temp (F)	pH	TARGET
<b>Ripen</b>	x min						ph /Temp
add coagulant							
<b>Set</b>	x min						
<b>Cut</b>	x min						ph /Temp
<b>Heal</b>							
<i>No heat no Stir</i>	x min						
<i>stir gently with no heat</i>	x min						
<b>Cook--Stage 1</b>							Temp
<i>Increase temperature gradually from x-yF over x minutes</i>							
<b>Cook- Stage 2</b>	x min						Temp
<i>Increase temperature from x-yF over x minutes</i>							
<b>Stir out</b>							pH
<b>Drain</b>	x min						
<b>Cheddar</b>							
Knitting of curd	x min						
Cheddar-first flip	x min						pH
Cheddar-second flip	x min						
Cheddar-third flip	x min						pH
Cheddar-fourth flip	x min						
Cheddar-fifth flip	x min						
cheddar--sixth flip	x min						pH
Cheddar--seventh flip	x min						
<b>Mill</b>							pH
Salt (1st application)	x min						
Salt (2nd application)	x min						pH
<b>Mould Fill</b>							
Mould Press							
Pre-Cure							
Cure or Age							

NOTES:
