



1.0. Purpose:

This purpose of this procedure is to describe the checks that are to be carried out on purchased raw materials on delivery to ensure conformance to specifications.

2.0. Scope:

This procedure applies to all incoming raw materials (i.e. dry ingredients, packaging, soaps, detergents, marking inks, etc.) that could ultimately affect the quality/safety of the products produced.

3.0. Responsibility:

It is the responsibility of Quality Assurance to ensure that this procedure is implemented and adhered to and that all those involved are trained accordingly.

4.0. References:

- Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.
- Regulation (EC) No. 853/2004 of the European Parliament and of the Council of 29 April 2004 – laying down specific hygiene rules for food of animal origin.
- EFSIS – The BRC Global Standard.
- Bord Bia Pigmear Quality Assurance Scheme; Processor Requirements.
- Safety, Health & Welfare at Work Act 2005 and all associated regulations.

5.0 Personal Protective Equipment

N/a

6.0 Procedure:

- Pigs are inspected at intake as per SOP 20 Operation of Lairage .
- Raw materials (i.e. perishable/non-perishable ingredients, packaging, detergents, soaps, etc.) that could ultimately affect product quality/safety are purchased from suppliers on the approved supplier list.
- Suppliers are approved according to SOP 25.
- All incoming materials are inspected for the following:
 - Correct labelling – i.e. traceability/batch code, within best before/use by date; identification of product, etc.
 - Integrity of packaging – i.e. undamaged, no evidence of infestation or tampering, no obvious signs of contamination.
 - Above checks are visual . Annual Cert of Conformity on file for all packaging products that come into contact with food
 - Goods In Register completed for dry ingredients and packaging that come into contact with food – date, product , supplier, quantity noted and operative initials
- If upon inspection it is found that a raw material is not within specification (i.e. not within best before date, burst packaging, etc.) QA/QC is to be immediately informed. The non-conformance is logged and depending on the

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nature of the non-conformance the consignment will either be fully or partially rejected or held pending further inspection/analysis. The supplier will be notified by means of a Supplier Non-Conformance Report (Ref. QR/01).

- Where raw materials from a particular supplier fall repeatedly outside agreed specification, then the supplier will be de-listed from the Approved Supplier List.
- All perishable raw materials are to be stored immediately upon delivery in their designated chills.
- All non-perishable ingredients and packaging are to be stored in their designated storage areas as soon as possible upon delivery.

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WORK INSTRUCTIONS

REF.NO. WI P01

SUBJECT: General Packing – Vacuum Packed (Multivac)



1.0. Introduction:

The purpose of this work instruction is to describe how product is to be packed using the Multivac.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Note: Some products require specific handling practices, etc. during packing based on the nature of the product and/or customer requirement – refer to product specifications and packing work instructions.

Primary Packing – Vacuum Packed:

Note: The Batch Code for all primary packaging used is recorded for traceability purposes.

1. Ensure the loading grid is in place on the Multivac machine prior to commencing packing.
2. Select the appropriate program number (3=Backs, 5= Middles, 6=Loins, 8=Pork Steak) and set machine to the required speed.
(See separate work instruction sheet for Multivac Operation).
3. Start the machine. Check the product to ensure it is free from visible contamination and isn't discoloured. Load the product through the loading grid.
4. The machine will automatically vacuum pack the product and transfer them via conveyor to the boxing area.
5. Prior to boxing the product carefully inspect them to ensure they are properly packed (i.e. no blown bags, leakers, etc.). Return faulty packs to the loading area for repacking, record the number of faulty packs and corrective action taken. Discard waste packaging carefully and hygienically.

Secondary Packing:

Depending on customer requirement the product is either packed in a poly-lined Jumbo Box/Doe-lav or a Corrugated Cardboard Carton.

Option 1 – Secondary Packing - Boxing

1. Place product neatly in a corrugated cardboard carton base.
Traceability labels may be placed on each pack at this stage depending on customer requirements.
2. Place a corrugated cardboard carton lid on the base of the box. Seal the box using adhesive tape.

WORK INSTRUCTIONS

REF.NO. WI P01

SUBJECT: General Packing – Vacuum Packed (Multivac)



Labelling:

3. Place a Veterinary Control sticker on the seal of the box.
4. Place a Traceability Label on the box.

Option 2 – Secondary Packing - Bulk Packing

1. Place the product in either a blue poly-lined cardboard Jumbo Box or a blue poly-lined Doe-lav (as per customer requirement).
2. Place the product neatly in the container. When filling the container always ensure the blue poly-liner does not slip down into the container.
3. Fill the container to the top or as specified by the customer.
4. When finished packing the Jumbo/Doe-lav completely enclose the container with the blue poly-liner and seal with adhesive tape.

Labelling:

5. Place 2 Veterinary Control Stickers on the seal of the Jumbo/Doe-lav.
6. Place a Traceability Label on the Jumbo/Doe-lav.

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WORK INSTRUCTIONS

REF.NO. WI P02

SUBJECT: General Packing – Vacuum Packed (Standard Twin Chamber)



1.0. Introduction:

The purpose of this work instruction is to describe how product is to be packed using the Standard Twin Chamber Vacuum Packer.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Note: Some products require specific handling practices, etc. during packing based on the nature of the product and/or customer requirement – refer to product specifications and packing work instructions.

Primary Packing – Vacuum Packed:

Note: The Batch Code for all primary packaging used is recorded for traceability purposes.

1. Pack the product in the required Vacuum Bag.
2. Prior to placing the product in the vacuum bags roll down the top of the bag twice to keep the sealing area clean during packing.
3. Check the product to ensure it is free from visible contamination and isn't discoloured. Place the product in the vacuum bags until they are full – but do not overfill and/or as per customer specification.
4. Place the bags on the standard twin chamber packing machine. Each chamber can hold 2 bags. To begin the cycle put down the lid on the machine. It is vital that the sealing edge of the bag is clean, dry and without creases when initially placed on the machine to ensure the integrity of the packed bag.
5. Once the machine has finished its packing cycle carefully inspect them to ensure they are properly packed (i.e. no blown bags, leakers, etc.) Re-bag and re-pack faulty packs, record the number of faulty packs and corrective action taken. Discard waste packaging carefully and hygienically.

Secondary Packing:

Depending on customer requirement the product is either packed in a poly-lined Jumbo Box/Doe-lav or a Corrugated Cardboard Carton.

Option 1 – Secondary Packing - Boxing

1. Place product neatly in a corrugated cardboard carton base.
Traceability labels may be placed on each pack at this stage depending on customer requirements.
2. Place a corrugated cardboard carton lid on the base of the box. Seal the box using adhesive tape.

WORK INSTRUCTIONS

REF.NO. WI P02

SUBJECT: General Packing – Vacuum Packed (Standard Twin Chamber)



Labelling:

3. Place a Veterinary Control sticker on the seal of the box.
4. Place a Traceability Label on the box.

Option 2 – Secondary Packing - Bulk Packing

1. Place the product in either a blue poly-lined cardboard Jumbo Box or a blue poly-lined Doe-lav (as per customer requirement).
2. Place the product neatly in the container. When filling the container always ensure the blue poly-liner does not slip down into the container.
3. Fill the container to the top or as specified by the customer.
4. When finished packing the Jumbo/Doe-lav completely enclose the container with the blue poly-liner and seal with adhesive tape.

Labelling:

5. Place 2 Veterinary Control Stickers on the seal of the Jumbo/Doe-lav.
6. Place a Traceability Label on the Jumbo/Doe-lav.

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WORK INSTRUCTIONS

REF.NO. WI P03

SUBJECT: General Packing – Shrink Vacuum Packed



1.0. Introduction:

The purpose of this work instruction is to describe how product is to be Shrink Vacuum Packed.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Note: Some products require specific handling practices, etc. during packing based on the nature of the product and/or customer requirement – refer to product specifications and packing work instructions.

Primary Packing – Shrink Vacuum Packed:

Note: The Batch Code for all primary packaging used is recorded for traceability purposes.

1. Pack the product in the required Vacuum Bag.
2. Check the product to ensure it is free from visible contamination and isn't discoloured.
3. Place the Product on the Packing Fork.
4. Roll down the top of the vacuum bag twice to ensure the sealing area of the bag is kept clean and gently pull the vacuum bag around the product. Remove from packing fork.
5. Vac-Pack the product in the standard twin chamber packing machine. Each chamber can hold four packs, two at the front and two at the back. Place the vacuum bags on the machine. It is vital that the sealing edge of the bag is clean, dry and without creases when placed on the machine to ensure the integrity of the pack. To begin the cycle put down the lid on the machine.
6. Once the machine has finished its packing cycle carefully inspect them to ensure they are properly packed (i.e. no blown bags, leakers, etc.). Re-bag and re-pack faulty packs, record the number of faulty packs and corrective action taken. **Discard waste packaging carefully and hygienically.**
7. Place the packed product in the dip tank to shrink the bags so they are snug around the product.
Note: The water level in the dip tank must be maintained at ≥ 6 inches from the top of the tank to ensure complete submersion of the product and the water temperature must be $>80^{\circ}\text{C}$ to properly shrink the pack.
Note: If the water level in the tank goes below required level – turn on adjacent water supply and allow to run for at least 30 seconds and fill dip tank to required level and bring to required temperature of $>80^{\circ}\text{C}$.

WORK INSTRUCTIONS

REF.NO. WI P03

SUBJECT: General Packing – Shrink Vacuum Packed



Secondary Packing:

Depending on customer requirement the product is either packed in a poly-lined Jumbo Box/Doe-lav or a Corrugated Cardboard Carton.

Option 1 – Secondary Packing - Boxing

1. Place product neatly in a corrugated cardboard carton base.
Traceability labels may be placed on each pack at this stage depending on customer requirements.
2. Place a corrugated cardboard carton lid on the base of the box. Seal the box using adhesive tape.

Labelling:

3. Place a Veterinary Control sticker on the seal of the box.
4. Place a Traceability Label on the box.

Option 2 – Secondary Packing - Bulk Packing

1. Place the product in either a blue poly-lined cardboard Jumbo Box or a blue poly-lined Doe-lav (as per customer requirement). If a jumbo box is being used take care to maintain the squareness of the jumbo as much as possible.
2. Place the product neatly in the container. When filling the container always ensure the blue poly-liner does not slip down into the container.
3. Fill the container to the top or as specified by the customer.
4. When finished packing the Jumbo/Doe-lav completely enclose the container with the blue poly-liner and seal with adhesive tape.

Labelling:

5. Place 2 Veterinary Control Stickers on the seal of the Jumbo/Doe-lav.
6. Place a Traceability Label on the Jumbo/Doe-lav.

WORK INSTRUCTIONS

REF.NO. WI P04

SUBJECT: General Packing – Loosely Packed



1.0. Introduction:

The purpose of this work instruction is to describe how product is loosely packed.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Products may be loosely packed in polylined corrugated cardboard boxes, polylined cardboard jumbo boxes or polylined doe-lavs depending on customer requirements.

Note: Some products require specific handling practices, etc. during packing based on the nature of the product and/or customer requirement – refer to product specifications and packing work instructions.

Option 1 – Primary Packing & Secondary Packing - Boxing

Note: The Batch Code for the primary packaging used is recorded for traceability purposes.

1. Check the product to ensure it is free from visible contamination and isn't discoloured. Place the product in polylined standard cartons.

Note: The operator who transfers the meat to the carton cannot be the operator who has placed the liner on the carton as handling of meat after handling cartons is in breach of hygiene regulations therefore 2 operators must be involved.

1. When the box is full (but not overflowing) or the required quantity as specified by customer has been placed in the box gently pull up the poly-liner on all sides around the meat. Fold the subsequent over-lapping flaps across the top surface of the meat so that the meat is no longer exposed. The over-lapping flaps should NEVER be tucked into the meat or crumpled on top of the meat.
3. Place a corrugated cardboard lid on top of the base. Seal the box using adhesive tape.

Labelling:

4. Place a veterinary control label on the seal of the box.
5. Place a traceability label on the box.

WORK INSTRUCTIONS

REF.NO. WI P04

SUBJECT: General Packing – Loosely Packed



Option 1 – Primary Packing & Secondary Packing – Bulk Packing

Note: The Batch Code for the primary packaging used is recorded for traceability purposes.

1. Place the product in either a blue poly-lined cardboard Jumbo Box or a blue poly-lined Doe-lav (as per customer requirement). If a jumbo box is being used take care to maintain the squareness of the jumbo as much as possible.
2. Place the product neatly in the container. When filling the container always ensure the poly-liner does not slip down into the container.
3. Fill the container to the top or as specified by the customer.
4. When finished packing the Jumbo/Doe-lav completely enclose the container with the blue poly-liner and seal with adhesive tape.

Labelling:

5. Place 2 Veterinary Control Stickers on the seal of the Jumbo/Doe-lav.
6. Place a Traceability Label on the Jumbo/Doe-lav.

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1.0. Introduction:

The purpose of this work instruction is to describe how the Multivac Packing Machine is to be operated.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

3.1 Health & Safety

1. The Multivac is a very efficient machine but dangers are present such as high voltage, high pressure vacuum equipment, risk of amputation.
2. It is vitally important that you take time to note all safety signage on the machine and note the positioning of all emergency stop buttons. There are three emergency stop buttons – one on either side of the machine and one on the main display.
3. Prior to operating the machine ensure all safety guards are in position.

3.2 General Operation

1. Four Programs are used in operating the machine:

- Program 3 – Backs
- Program 5 – Middles
- Program 6 – Loins
- Program 8 – Pork Steak

2. To select or change the program use the following procedure:

- On the main display press the F4 Button.
- Select the required Program number.
- The machine highlights program name and asks the operator if he/she wants to continue.
- To continue press the ENTER button (note to stop press CANCEL).
- Machine will prompt operator to press the F4 button to confirm.
- Press the F4 button.
- Press F1 button to return to main screen.
- READY FOR OPERATION will appear on display when the machine is ready to commence.
- You can now operate your new program.

WORK INSTRUCTIONS

REF.NO. WI P05

SUBJECT: Operation of Multivac



3.3 Machine Set-Up

1. Different product types require different pack sizes.
2. The larger the product the deeper the pack size must be.
3. Pack sizes depend on the depth of the dies in the forming head.
4. Die depths are altered using filler plates.
5. Filler plates fill the space in the die, decreasing die depth and therefore decreasing pack size.
6. For Backs and Loins we use the same die depth – one wide (80mm) and one narrow (40mm) filler plate.
7. For middles we use a greater die depth – one wide (80mm) filler plate.
8. For Pork Steaks an exclusive die set up is used due to the smaller nature of the product.
9. To change the die set-up for different products:
 - Turn off the machine at the mains.
 - Turn off the air and water supply.
 - Expel all residual air and water from the machine using the designated button at the front of the machine.
 - Remove all safety guards from the machine.
 - Open back the both forming and sealing heads (under which the dies are housed).
 - Add/Remove the required number of filler plates to suit the product to be packed.
 - Close up the machine.
 - Replace the safety guards.
 - Turn on the machine.
 - Turn on air and water supplies.
 - Set the machine to the required program.
 - READY FOR OPERATION will appear on the display when the machine is ready to commence.

3.4 Packaging Material

1. Rolls of plastic packaging material are used in the Multivac.
2. The plastic that seals from the top is known as the Top Web.
3. The plastic that seals from the bottom is known as the Bottom Web.
4. The same Top Web is used for all products – Opalen 65.
5. The same bottom web is used for Backs, Loins and Pork Steak. A different bottom web is used for Middles.
6. Always ensure the correct material is in place for particular products.
7. Always ensure the top and bottom webs are properly aligned for correct sealing of pack.
8. Always ensure the sealing area is free from contamination (blood, water, brine, meat, fat, etc.) to prevent faulty sealing.
9. When changing a roll always follow the procedure as outlined on the side of the machine.

WORK INSTRUCTIONS

REF.NO. WI P05

SUBJECT: Operation of Multivac



3.5 Trouble – Shooting

1. Low on water –
 - check water inlet pipe and wait.

2. Low on air –
 - Check air inlet pipe.
 - Check Vacuum Pump.
 - Checks Mains compressor.
 - Turn on second compressor if required.

3. Packs Leaking -
 - Check for contamination of seal.

4. Packs full of air –
 - Ensure top and bottom webs are properly aligned.

5. Insufficient vacuum achieved –
 - Check vacuum pump.
 - Ensure underside of sealing head is free of residual glue/plastic.

6. Machine refuses to operate –
 - Ensure all safety guards are in place.

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WORK INSTRUCTIONS

REF.NO. WI P6

SUBJECT: Labelling of Catch Weight Product



1.0. Introduction:

The purpose of this work instruction is to describe how catch weight product is to be weighed.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Always ensure the weight on the LCD indicator is reading zero prior to placing a box on the scales.

1. Place the box squarely on the centre of the scales and allow the weight to settle.
2. From the menu select product name.
3. Check the information (i.e. batch number, kill date, pack date, best before date, box tare weight) displayed on the label pre-view is correct before printing the label.
Note: The batch number refers to the kill date and is represented as the week number in the year (i.e. week 1, week 2, week 3, etc., and the day in the week (i.e. Monday = 1, Tuesday = 2; Wednesday = 3, Thursday = 4, Friday = 5).
4. Print the label and place neatly and squarely on one of the narrow/short sides of the box. Ensure the label is not placed upside down.
5. Seal the box using adhesive tape and place a veterinary control label over the seal.
6. Remove the box from the scales.

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WORK INSTRUCTIONS

REF.NO. WI P7

SUBJECT: Labelling of Standard Weight Product



1.0. Introduction:

The purpose of this work instruction is to describe how standard weight product is to be weighed.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Generally used for Pork Steak only but may on occasions include other products depending on orders.

Always ensure the weight on the LCD indicator is reading zero prior to placing a box on the scales.

1. Place the box squarely on the centre of the scales and allow the weight to settle.
2. From the menu select product name.
3. Check the information (i.e. batch number, kill date, pack date, best before date, box tare weight) displayed on the label pre-view is correct before printing the label.
Note: The batch number refers to the kill date and is represented as the week number in the year (i.e. week 1, week 2, week 3, etc., and the day in the week (i.e. Monday = 1, Tuesday = 2; Wednesday = 3, Thursday = 4, Friday = 5).
4. Add or remove product from the box until the desired standard weight (7kg for Pork Steak) is achieved with a tolerance of +/- 0.10kg.
5. Print the label and place neatly and squarely on one of the narrow/short sides of the box. Ensure the label is not placed upside down.
6. Seal the box using adhesive tape and place a veterinary control label over the seal.
7. Remove the box from the scales.

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WORK INSTRUCTIONS

REF.NO. WI P8

SUBJECT: Palletising



1.0. Introduction:

The purpose of this work instruction is to describe how product is to be placed on pallets.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Fresh Product – Standard Boxes

1. Remove the box from the scales and place on a standard (1000mm×1200mm) pallet with the labelled side of the box facing outward.
2. Place 5 boxes per row on the pallet and alternate the direction of each row as you build the pallet. Build the pallet to a maximum of 8 rows – but this may be less depending on the product and/or customer requirement.

Fresh Product – Small Boxes

1. Remove the box from the scales and place on a standard (1000mm×1200mm) pallet with the labelled side of the box facing outward.
2. For small boxed product place alternating rows of 12 boxes and 11 boxes on the pallet, while also alternating the direction of the rows – Place 12 boxes on the first row, alternate the direction of the 2nd row and only place 11 boxes on this row. Repeat this (i.e. alternating rows of 12 and 11) to a maximum of 10 rows per pallet – but this may be less depending on the product and/or customer requirement.

Frozen Product – Standard Boxes

1. Remove the box from the scales and place on a standard (1000mm×1200mm) pallet with the labelled side of the box facing outward.
2. Place 5 boxes per row on the pallet, alternate the direction of each row and place a freezer divider between each row as you build the pallet. Build the pallet to a maximum of 7 rows high – but may be less depending on the product, etc.

Frozen Product – Small Boxes

1. Remove the box from the scales and place on a standard (1000mm×1200mm) pallet with the labelled side of the box facing outward.
2. For small boxed product place alternating rows of 12 boxes and 11 boxes on the pallet, while also alternating the direction of the rows – Place 12 boxes on the first row, alternate the direction of the 2nd row and only place 11 boxes on this row. Place a freezer divider between each row. Repeat this (i.e. alternating rows of 12 and 11) to a maximum of 10 rows per pallet – but may be less depending on the product, customer requirement, etc.

WORK INSTRUCTIONS
REF.NO. WI P8
SUBJECT: Palletising



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WORK INSTRUCTIONS
REF.NO. WI P9
SUBJECT: Labelling of Bulk Product



1.0. Introduction:

The purpose of this work instruction is to describe how bulk product is to be weighed.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Always ensure the weight on the LCD indicator is reading zero prior to placing the jumbo/doe-lav on the scales.

1. Place the jumbo/doe-lav squarely on the centre of the scales and allow the weight to settle.
2. From the menu select the Customer for whom the product is destined for.
3. From the menu select product name.
4. Check the information (i.e. batch number, kill date, pack date, best before date, box tare weight) displayed on the label pre-view is correct before printing the label.
Note: The batch number refers to the kill date and is represented as the week number in the year (i.e. week 1, week 2, week 3, etc., and the day in the week (i.e. Monday = 1, Tuesday = 2; Wednesday = 3, Thursday = 4, Friday = 5).
5. Print the label and place neatly and squarely on either the top side of the jumbo/doe-lav or on top of the liner of the doe-lav/jumbo. Ensure the label is not placed upside down.
6. Seal the jumbo/doe-lav using adhesive tape and place 2 veterinary control labels over the seal.
7. Remove the jumbo/doe-lav from the scales.

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WORK INSTRUCTIONS
REF.NO. WI P10
SUBJECT: Scanning Product for Dispatch



1.0. Introduction:

The purpose of this work instruction is to describe how product is to be scanned for dispatch.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

1. Go to the scanning terminal and from the menu select the customer for whom the product is destined.
2. Using the hand held scanner scan the label of each product to be dispatched to this customer.
 - Press the button on the scanner – an infra red beam light will be emitted.
 - Direct the beam onto the bar-code of the label to be scanned. (You may need to vary the distance you hold the scanner from the label but normally a distance of 6'' will suffice).
 - When the label has been scanned two beeps will sound – one to signify the bar-code has been recognised and the second to signify the information has been transmitted to the terminal

Note: The terminal will display the identity of each label as it is scanned so you can double check at the terminal to make sure correct scanning takes place.

3. When all product has been scanned return to the scanning terminal and check that the customers order and the results of the scanning process correspond. If there is a discrepancy between them the order will have to be re-scanned. (The same label can be scanned twice because the system will only enter any particular bar-code once).
4. If the results of the scanning process correspond with the customers order press the complete button. Once the complete button has been pressed the information is transferred to the main office where the documentation for dispatch is prepared.

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1.0. Introduction:

The purpose of this work instruction is to describe how frozen product is to be marshalled.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

Due to limitations on space in the blast freezer products come from the packing area on mixed pallets and are directly put into the blast freezer for a minimum of 2 days and are then sorted into individual pallets before being stored in the holding freezer.

1. Using a pallet truck remove the pallets to be sorted from the blast freezer (i.e. pallets that have spent 2 days in the blast freezer).
2. Separate products according to product name into individual pallets (i.e. all the trim together, all the fat together, all jowl together, etc.). As you are sorting the mixed pallets remove the freezer dividers and stack neatly together on a plastic pallet in the dispatch area.
Note: Always check the holding freezer for any incomplete / 'work in progress' pallets. These pallets should be filled before commencing a new pallet.
3. Place 5 boxes per row on a standard (1000mm × 1200mm) pallet and alternate the direction of the rows. Stack/build to a maximum of 9 rows high. It is important that you use strong pallets as they will have to sustain considerable weight for a long period of time. This is used for all products except Pork Steak (see below).
4. Place the Pork Steak (which has been packed in small white boxes) on a Euro pallet with alternating rows of 9 boxes and 8 boxes and also alternating the direction of the rows – Place 9 boxes on the first row, alternate the direction of the 2nd row and only place 8 boxes on this row. Repeat this (i.e. alternating rows of 9 and 8) until 12 rows have been built. Finally place 2 more rows of Pork Steak at the top of the pallet with 9 boxes on each row and in alternative directions to give a total of 120 boxes per pallet (i.e. 8 rows containing 9 boxes and 6 rows containing 8 boxes).
5. When the pallet is completed wrap the pallet using shrink pallet wrap. Find the beginning of the roll and expose it. Tie the loose exposed end to the timber pallet and wrap the pallet by walking around the pallet and unravelling the roll as you go. Make sure to stretch the pallet wrap as you go by keeping a firm pull on the shrink wrap. Continue wrapping the pallet until the entire pallet has been covered and the boxes feel secure on the pallet.
6. Using a pallet truck transfer the pallet to the holding freezer where they are stored prior to dispatch.

WORK INSTRUCTIONS
REF.NO. WI P11
SUBJECT: Marshalling of Frozen Product



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WORK INSTRUCTIONS

REF.NO. WI P12

SUBJECT: Offal – Frozen & Fresh



1.0. Introduction:

The purpose of this work instruction is to describe how Offal is to be packed. Offal includes the following products – Hearts, Skirts, Kidneys, Liver, Tongues, Front Feet and Hind Feet.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Procedure:

3.1 Offal for freezing:

Offal for freezing is either packed in polylined cartons, polylined trays or unlined solid trays.

Primary Packing & Secondary Packing - Boxing:

Note: The batch code for the primary packaging used is recorded for traceability purposes.

1. Place a polylined cardboard carton base/tray on the scales and press the tare button. The net weight of the scales now reads zero.
2. Place the offal in the polylined carton/tray. Check the offal to ensure it is free from visible contamination and isn't discoloured. Fill the polylined carton/tray to the desired standard weight (generally 25kg +/- 0.10kgs but its 23kg +/- 0.10kgs for tongues).
Note: The operator who transfers the meat to the carton cannot be the operator who has placed the liner on the carton as handling of meat after handling cartons is in breach of hygiene regulations therefore 2 operators must be involved.
3. Gently pull up the plastic on all sides around the product and neatly fold the overlapping liner across the top surface of the product so that the meat is no longer exposed. The over-lapping liner should NEVER be tucked into the meat or crumpled on top of the meat.
4. Place a corrugated cardboard lid on top of the base. Seal the box using adhesive tape.

Labelling:

5. Place a veterinary control label on the seal of the box.
6. Place a traceability label neatly and squarely on the narrow/short side of the box – ensure the label is not upside down.

WORK INSTRUCTIONS

REF.NO. WI P12

SUBJECT: Offal – Frozen & Fresh



3.2 Offal – Fresh:

Note: For the purpose of this procedure fresh offal means offal that is chilled.

Offal is only packed fresh if required for customer orders. (The majority of offal is frozen). Fresh offal is either packed in polylined cartons/trays or plastic food grade bags as specified by customer.

Prior to packing check the customer order sheet for type of offal required, quantity required and method of packing.

Note: The batch code of the primary packaging used is recorded for traceability purposes.

Option 1:

Primary Packaging & Secondary Packaging - Boxes/Trays:

1. Place a polylined cardboard carton base/tray on the scales and press the tare button. The net weight of the scales now reads zero.
2. Place the offal in the polylined carton/tray. Check the offal to ensure it is free from visible contamination and isn't discoloured. Fill the polylined carton/tray to the desired weight/quantity of offal required by customer.
Note: The operator who transfers the meat to the carton cannot be the operator who has placed the liner on the carton as handling of meat after handling cartons is in breach of hygiene regulations therefore 2 operators must be involved.
3. Gently pull up the plastic on all sides around the product and neatly fold the overlapping liner across the top surface of the product so that the meat is no longer exposed. The over-lapping liner should NEVER be tucked into the meat or crumpled on top of the meat.
4. Place a corrugated cardboard lid on top of the base. Seal the box using adhesive tape. Using a marker write product name on the box.

Labelling:

5. Place a veterinary control label on the seal of the box.
6. Place a traceability label neatly and squarely on the narrow/short side of the box – ensure the label is not upside down.

Option 2

Primary Packaging & Secondary Packaging - Bags –:

1. Place the plastic bag on the scales and press the tare button. The net weight of the scales now reads zero.
2. Place the offal in the bag. Check the offal to ensure it is free from visible contamination and isn't discoloured. Fill the bag to the desired weight/quantity of offal required by customer.
3. When the bag is full (but not overflowing) and/or the customer's order has been fulfilled tie a knot on the top of the bag.

WORK INSTRUCTIONS
REF.NO. WI P12
SUBJECT: Offal – Frozen & Fresh



Labelling:

4. Place a veterinary control label on the bag.
5. Place a traceability label neatly on the bag – ensure the label is not upside down.

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WORK INSTRUCTIONS

REF.NO. WI P13

SUBJECT: Management of Dispatch Chill and Dispatch Area/Bay



1.0. Introduction:

The purpose of this work instruction is to describe how the Dispatch Chill and Dispatch Area are to be managed to ensure the effective flow of product in these areas and thereby eliminate congestion.

2.0 Personal Protective Equipment

2.1 The following is a list of Personal Protective Equipment that is required to be worn by the operator at all times.

- Protective Overalls.
- Safety Wellingtons/Boots.
- Hairnet.

2.2 Prior to commencing work ensure that you are equipped and wearing all of the required PPE. If you are not do not commence work and inform your supervisor.

3.0 Responsibilities:

It is the responsibility of QA to ensure that this procedure is implemented and adhered to and all those involved are trained accordingly.

It is the responsibility of the General Manager, Production Manager, Production Supervisors and Dispatch Personnel to ensure that all practices and standards laid down in this procedure are adhered to.

4.0 Procedure:

- Customers orders are taken on a Thursday and Friday Morning for the following weeks production.
- On a Friday Afternoon a Production Meeting shall be held to schedule production in a manner which ensures that product holding times in the plant is kept to the absolute minimum.
- The following persons shall attend:
 - General Manager
 - Production Manager
 - Production Supervisors
 - Dispatch Supervisors
- Based on the Production Schedule the Dispatch Supervisor and Production Manager shall arrange transport and schedule loading times with Hauliers on a Friday Afternoon for the following week.
- It is the responsibility of the Dispatch Supervisor to oversee the efficient running of the Dispatch Area and Holding Chill ensuring product is loaded and dispatched as per agreed schedule and that there is no build up of products in these areas.
- At least once a day a documented inspection shall be conducted in the finished product Holding Chill and Dispatch Bay to ensure there is effective product flow and no congestion in these areas. Information from these inspections is recorded on QR/88 – Daily Process Checksheet – Cutting/Boning/Packing.

WORK INSTRUCTIONS

REF.NO. WI P13

SUBJECT: Management of Dispatch Chill and Dispatch Area/Bay



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Waste Procedure

Sop ref No: Sop1

Subject: Blood unit operation

1 **Scope**

This method gives guidance in the operation of the Blood unit

2 **Definition**

N/a

3 **Principle**

All blood disposed by Staunton foods is to be treated before collection by APC

4 **Equipment required**

Anti-foam

Anti-coagulant

5 **Procedure**

This method is made up in two procedures:

(A) Addition of anti-coagulant to the blood channel

(B) Cooling of blood to under 15 degrees cel

Method A

Addition of anti-coagulant to the blood channel

- 1 At the end of every production day 2 Bags of anti coagulant is added to the anti coagulant tank.
- (B) If in case of foam being created anti-foam is added to the tank. The operator adds small amount until no foam is present.
- 2 This tank is constantly mixed.
- 3 This solution is pumped from the unit into the slaughter hall where it is sprayed into blood channel
- 4 All nozzles are checked weekly and if any any of them are blocked the maintenance department is contacted to free the nozzle out

Method B

Cooling of blood to under 15 degrees cel

- 1 All blood that comes from the blood channels flows to a buffer/holding tank in the external blood treatment/cooling unit
- 2 The blood is then pumped forward through a filter into a cooling tank where the blood is cooled to approx 15 deg cel.
- 3 From this cooling tank the blood is pumped up to a storage tank where the blood is stored at under six deg cel until collection by APC.
- 4 Apc are contracted to collect the blood twice a week.
- 5 The blood is taken to their plant for rendering.

Issue date:

Review date:

Rev:

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Approved by: Peadar Murphy

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Safety Procedure

Sop ref No: Safe 1

Subject: Guidance to when a spill occurs

Spill Procedure

1 Scope

This method gives guidance to the procedure when a spill occurs

2 Definition

N/a

3 Principle

All spills that occur should be dealt with efficiently and minimise the impact to the environment

4 Equipment required

- 1 X Spill Kit (Stored by the Mucosa tank)
- Sand (stored by the Effluent Plant)
- Saw Dust (stored by Effluent Plant)
- Oil Absorbent (Stored in the Work Shop)
- Oil Absorbent (Stored in the compressor room)
- 1 X Drain Mat (stored in the Blood Unit)
- 1 X Drain Mat (stored with the spill kit)
- Brush and shovel (stored in the workshop)

Brief outline

The following are the areas where a spill may occur:

- Area 1: Blood unit Non Haz
- Area 2: Brine IBC Non Haz
- Area 3: Oil Non Haz
- Area 4: Mucosa Tank Non Haz
- Area 5: Diesel Non Haz

Area 6: Chemical spill Haz

Procedure

General Procedure (Non Haz)

If a spill occurs the following should be done.

- 1 Locate spill kit and transfer to spillage area.
- 2 Place drain seal in nearest storm water drain.
- 3 Place socks from spill kit to restrict any flow.
- 4 Place pads on the spill to absorb it liquid.
- 5 If the contents of the spill kit is not sufficient to absorb the spill or restrict the flow, saw dust or sand may be got and put around and on the spill.
- 6 When the spill is under control using a brush and shovel (located in workshop) should be used to clean the spill area and should be put into the bag in the spill kit.
- 7 These bags should be disposed to the relevant way.

General Procedure (Haz)

The above procedure may be repeated but all relevant PPE should be put on before attempting any spill recovery/containment.

The PPE should include:

- Gloves
- Overall
- Safety goggles
- Signage
- Warning tape
- Relevant MSDS

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Safety Procedure

Sop ref No: Safe 1

Subject: Guidance to when a spill occurs

Note:

- 1 For oil spills special oil absorbent should be used instead of the absorbent pads.
Waste oil may be stored in the waste oil IBC at the workshop.
- 2 If a diesel spill occurs the oil interceptor should be inspected soon after.

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