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1.0 SCOPE

To ensure sub-standard product is isolated and properly identified by placing a HOLD Tag on the bin.

2.0 REFERENCE DOCUMENTS

HOLD Tag Procedure
SOP: Grading Shelled Almonds

3.0 GLOSSARY

3.1 Hold Tag

A bright colored tag applied to the product bin documenting the type of product and why it's on HOLD.

3.2 Disposition

After reviewing the non-conformity, a decision will be made as to what will happen next to the product placed on HOLD. The product may be released "As is," re-processed, blended, sold to another customer etc.

4.0 RESPONSIBILITIES

4.1 Quality Assurance

The Quality Assurance Department is responsible for placing a HOLD Tag on suspect product. Quality Assurance Personnel are responsible for documenting all applicable information on the HOLD Tag and notifying Production of the problem. It is the responsibility of the QA group to ensure product does not inadvertently get shipped to the customer.

It is the responsibility of the QA Department to remove HOLD Tags if the suspect product has been released without further disposition.

4.2 Production Department

It is the responsibility of the Production Department to ensure all product placed on HOLD is located in an isolated area to ensure product is not inadvertently shipped to the customer.

Production must comply with the documented disposition of the HOLD Tag.

It is the responsibility of the Production Department to remove the HOLD Tags from containers only during the re-work process. All HOLD tags shall be returned to the QA Department for tracking purposes immediately after the re-work has been completed.

5.0 PROCEDURE

5.1 HOLD Tag Issue

5.1.1 Warehouse 5

If Acorns or Bloaters (wet/moldy almonds) are found in the gram test, 1) Place a red tag on the metal bin that states the product contains such. 2) Place the bin# on HOLD in REACTS.

Sorting Room (Final Pack)

5.1.2 Once the tote, box or super sack of product has been determined unacceptable to customer and/or ChicoNut standards, QA Personnel will complete a HOLD Tag. HOLD Tags must be completed whenever incoming or finished product is determined to be suspect or sub-quality.

5.1.3 HOLD Tags will be located in Graders Supply Carts. Always keep an ample supply of tags. If more are needed, ask the QA Lab Personnel.

5.1.4 HOLD Tags must be issued quickly and placed on the pallet BEFORE the forklift driver takes it away. A colored piece of paper can be placed temporarily on the tote to let the Forklift Driver know the tote/bag is suspect; the product is still in the process of being tested, a HOLD Tag has yet to be completed.

5.2 Documenting HOLD Tags

5.2.1 Completing the Tag by QA Personnel

1. Job Number- A preprinted control number used for tracking.
2. Product- Document type of product, size, and customer name if known.
3. SO Number- Document the Shipping Order Number.
4. Line- Document if the product was run on Line A or Line B.
5. Shift- Document what shift the product was run on (First, Second, or Third).
6. Bin- Document the bin number the product came from (6 digits).

7. Layer- Document what portion (approximate) of the tote the problem was found in:
 - a. 1-500#- is considered layer # 1.
 - b. 500-1,000# is considered layer # 2.
 - c. 1,000-1,500# is considered layer # 3.
 - d. 1,500-2,000# is considered layer # 4.
8. Should Be (S/B)- Document what the specification or quality characteristic should be. Must be very descriptive. If product was held for high foreign material, document the maximum number allowed.
9. Is- Document what the out of specification result or quality characteristic is. Document the number of pieces found.
10. Held By- Document the individual's name that put the product on HOLD.
11. Date/Time- Document the date and time the problem was discovered.
12. Person Notified- Document the individual you told in Production that the product was not meeting specification. This is important so that the Production Floor Supervisor can correctly mark their sheet.

5.2.2 Completing the Tag once the product has been dispositioned.

13. Tag Removed by- Who ever removes the HOLD Tag from the container, is responsible for completing this section.
 - a. The QA Manager or designee is responsible for signing in this spot if product is going to be released without further processing.
 - b. The Production Manager or designee is responsible for signing if the product has been further processed to meet the quality requirements.
14. Date- date the HOLD Tag was removed.
15. Time- Time of day the HOLD Tag was removed.
16. Product Disposition- The Quality Manager or designee will document product disposition.

5.2.3 HOLD Tag Copies

- Original stays with the QA Test paperwork and brought into the Lab after the load is completed.
- For totes, the yellow copy is taped onto the tote next to the stenciled area.
- For bags, the yellow copy is placed in the plastic holder, which is attached to the bag.
- Once the disposition has been completed, the yellow copy is to be matched with the original and the disposition is updated.
- The completed HOLD Tags are kept with the product paperwork in the QA Department.

5.3 Reasons for HOLD Tags

5.3.1 The following are some examples of why the product should be placed on HOLD.

- 1.) Foreign material count is over specification, hazardous FM, or allergens were found.
- 2.) Any of the Attributes are over specification.
- 3.) Millimeter requirement that go even slightly over the specification shall be placed on HOLD.

5.3.2 The following are possible HOLD Tag placements (you may need to have your Supervisor/Manager decide). Some examples of this are:

1. Attributes are over spec, but are passing per average.
 - a. If the average result is well within the specification, but some tests are significantly out of specification.
 - b. Results from tests consistently out of specification by a small degree.
2. Finding a few marginal embedded shells.
 - a. Almond related FM are to be considered as “others”, but if more than two are found in one Attribute test, or more than three in one hour, place a HOLD Tag on the tote.

Exit Exam

Employee Name:

Date:

- 1) Who is responsible for placing the HOLD tag on a pallet?
 - a. Floor person
 - b. Grader
 - c. Sorter

- 2) Who has the authority to release HOLD tags?
 - a. QA Manager/Supervisor
 - b. Floor Person
 - c. Grader

- 3) All HOLD tags must be given back to which department?
 - a. Production
 - b. QA
 - c. Front office

- 4) T / F If any of the attributes go over specification, you must put a HOLD on the pallet (unless signed off by the QA Manager/Supervisor).

- 5) T / F If hazardous FM or Allergens are found on the final belt, the pallet must immediately be placed on HOLD and QA must be notified.

Management Review: