



Manufacturing SOP Compliance Template

33873 / Quality Control / 27 Feb 2023 / Jem Scout

Complete

Score	77.78%	Flagged items	2	Actions	0
Site conducted					Unanswered
Process Name					Processing and packaging of instant coffee
SOP #					33873
Department					Quality Control
Location					14 W. Block Maple Street Saint Johns, FL 85469
Conducted on					27.02.2023 14:00 PST
Prepared by					Jem Scout

Flagged items

2 flagged

Inspection / Procedures

Is the oven set at 200 degrees celsius for the initial roasting of coffee beans?

No

Oven was initially set at 195 degrees. I was able to point out the temperature discrepancy and it was adjusted before the first batch of coffee beans could be compromised.



Photo 1

Inspection / Procedures

Do workers perform inspections during assembly line production? (Checking conformity to specs and for visual defects)

No

Workers typically perform final inspections but neglect inspections during production (DUPRO)

Purpose

[SAMPLE ONLY. You may customize this template based on your business requirements]

For the purpose of example, this manufacturing SOP is for (instant coffee manufacturing)

The purpose of this SOP is to ensure that the correct steps are taken to roast, freeze-dry, and process coffee beans to produce instant coffee.

Scope

The scope of a manufacturing SOP answers the following questions:

1. Where is the SOP to be used? e.g. area, process, department, stage? --- (roasting and packing of coffee)
2. Who is the SOP for? e.g. operator, manager, QA --- (as a guide for operators, as compliance verification for managers)
3. Are there any specific limitations or exceptions to this SOP? (This only applies to instant coffee manufacturing. There is a separate SOP for processing and packing fresh brew)

Procedures

Workers wear PPE/sanitary clothing before entering the production floor?

Yes

Are vents activated prior to turning on industrial machines?

Yes

Is the oven set at 200 degrees celsius for the initial roasting of coffee beans?

No

Oven was initially set at 195 degrees. I was able to point out the temperature discrepancy and it was adjusted before the first batch of coffee beans could be compromised.



Photo 1

Is the coffee freezing hall set to -50 degrees Celsius?

Yes

Are workers putting on thermal clothing before entering the coffee freezing hall?

Yes

Would need at least 2 more sets of thermal wear since workers are only sharing a single set. Should an emergency occur, more than 1 person may need to enter the freezing hall. See image for recommended cold storage suit.



Do workers spend less than 10 minutes at a time in the freezing hall?

Yes

Is the low pressure vacuum set at 60 degrees Celsius?

Yes

Do workers perform inspections during assembly line production? (Checking conformity to specs and for visual defects)

No

Workers typically perform final inspections but neglect inspections during production (DUPRO)

Do workers perform final inspections before products are packed in boxes?

Yes

Completion

Full Name and Signature of Employee



Jem Scout
27.02.2023 14:19 PST

Appendix



Photo 1



Photo 2