



Manufacturing SOP Compliance Template

conducted for

Processing and packaging of instant coffee

SOP #
33873

Department
Quality Control

Location
14 W. Block Maple Street
Saint Johns, FL 85469

Conducted on
07 Mar 2019 11:41 AM


Prepared by
Jem Scout

Completed on
07 Mar 2019 02:14 PM


Score
7/9.0 - 77.78%



Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
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.
 <p data-bbox="140 779 256 801">Appendix 1</p>		
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)

Inspection - 7/9 77.78%

Question	Response	Details
Purpose		
<p>[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.</p>		
Scope		
<p>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)</p>		
Procedures		Score (7/9) 77.78%
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.
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Appendix 1</div> </div>		
Is the coffee freezing hall set to -50 degrees Celsius?	Yes	

Question	Response	Details	
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.	
 <p data-bbox="140 678 258 705">Appendix 2</p>			
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		

Media



Appendix 1



Appendix 2