



# Employee Training Manual

STOP Lot Forms

# STOP Lot Form

- The purpose of a STOP Lot form is to ensure that this facility is following the First-In-First-Out (FIFO) procedures on ingredient and packaging rotation.
  - Shipping/Receiving
    - 1. Once supplies (ingredients, packaging, etc.) are unloaded from the trailer or transport truck they need to have a STOP lot form filled out for each pallet or individual boxes when there are only a few boxes.

# STOP Lot Form

- 1. When filling out a STOP lot form the following information needs to be filled in the appropriate boxes on the form:
  - A. Indicate the product. (Example: 4oz. Feta Cups)
  - B. Record the date the product was received following the format of MM/DD/YY. (Example: 09/11/08)
  - C. Indicate the number of pallets of product that were received.
  - D. A lot number needs to be recorded and applied to each pallet or individual boxes when there are only a few boxes. Lot numbers follow the format of MMDDYY + a letter designation depending how many other products had received lot numbers that day. (Example: 1<sup>st</sup> product's lot number would be 091108 while the 2<sup>nd</sup> product would have a lot number of 091108A)
  - E. Record the pallet number. (If only one pallet record 1 of 1, if 8 pallets then 1 of 8 etc.)

# STOP Lot Form

- 6. Attach the lot number to each pallet by taping the tag to each pallet bearing that product.
- 7. Attach a STOP lot form to the first pallet (1 of x) with a piece of packaging tape.
- 8. Store the pallets in the appropriate locations in the warehouse storage area.

# STOP Lot Form

- Employee retrieving supplies or ingredients
  - 1. When retrieving supplies or ingredients from storage the employee should check the pallet to see that they are using the oldest pallet of that supply first. (oldest lot number date and lowest pallet number are used first)
  - 2. Prior to pulling product off of the pallet the employee should check the pallet for a STOP lot form.
  - 3. If there is a STOP lot form, the employee records the date they are starting the lot and sign their name to indicate that they started the pallet.

# STOP Lot Form

- 4. If the STOP lot form is missing and the pallet has not been started yet (still wrapped in plastic), then the employee should notify the Shipping and Receiving Department that they need a STOP lot form for the supplies in question.
- 5. Once filled out the STOP lot form should be placed in the nearest QA drop box or given to the Quality Assurance Manager.

**\*\*STOP\*\***  
**LOT NUMBER FORM**

Product: 9717 407 Blue Cups

Date Received: 7/20/11

P.O. #: 1394

Lot #: D4065974

2 of 267 Pallets

Date Shipped to WCI: \_\_\_\_\_

Date Lot Started: 8-17-11

Person Starting Pallet: Tammu

COMPLETE THIS FORM AND RETURN TO QUALITY ASSURANCE.

New 8/3/2015