



## WIP PROCESS

Document Number	PR100-001	Manual Number	150
Date Issued	08-22-25	Revision Number	01

### PURPOSE

To establish a standardized procedure for the handling and processing of Work in Process (WIP) products, ensuring that items not meeting manufacturing or packaging specifications, or incomplete in the packaging process, are properly managed until they become saleable products.

### APPLICATION

This policy applies to all personnel involved in Quality Control, Production (Line Leads, Operators), and Warehouse Coordination.

### PROCEDURE

#### 1. WIP Tag Generation

The Production Line Lead is responsible for generating a WIP tag in triplicate. Each tag must include:

- Item number and description
- Quantity
- Production date and code
- Designated "issue" boxes (e.g., seal, neckband, label, bottle code, box code, dirty bottles, twin pack production)

The tags should be printed in large, legible letters visible from a distance when placed on a pallet. All WIP tag sheets must be signed by the Production Supervisor. No WIP should be moved into the WIP Area without a signed WIP tag sheet.

#### 2. Tag Distribution and Tracking

At the end of each day, the white and pink copies of the signed WIP tag, along with daily production logs, are forwarded to the Production Analyst/Scheduler. The pink copy remains in the Open WIP file until the product has been reprocessed and completed. A tracking log is maintained as a network file accessible to all relevant personnel and must include all WIP tags in the Open WIP file. Adjustments are made in the ERP system to indicate the product has been placed into WIP.



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### 3. WIP Staging and Storage

All WIP must be palletized and shrink-wrapped before moving to the designated WIP Area. Each pallet must have the yellow copy of the WIP tag affixed in a visible orientation for easy reading. Products damaged in the warehouse are not considered WIP and should not be placed in the WIP Area. The Production Supervisor ensures that WIP is staged and ready for use on its scheduled run date. Quality Assurance verifies daily that scheduled WIP is being used as planned.

### 4. Scheduling and Movement

The Production Analyst/Scheduler reschedules WIP products, referencing the tag number, date, line, and shift. After initialing the appropriate section, the white form is forwarded to Warehousing. The Production Supervisor coordinates movement with the forklift operator to deliver the WIP product to the designated line at the scheduled date and time. The supervisor initializes the white copy of the WIP tag and provides it to the Line Supervisor.

### 5. Completion and Reporting

Upon completion, the Line Lead records any extra personnel and additional time required to process the WIP. Both the white and yellow copies of the WIP tag are submitted with the Daily Production Report to the Production Analyst/Scheduler. The Production Analyst/Scheduler updates the Tracking Report, removes the corresponding copy from the Open WIP file, and attaches the white copy to the Production Reports after making inventory adjustments in the ERP system. The yellow copy, along with the Labor Report, is forwarded to Accounting for recordkeeping.

### TRAINING FREQUENCY

All Line Leads, Production Supervisors, Operators, Quality Assurance personnel, Production Analyst/Schedulers, and Warehouse Coordinators must receive documented training on this policy upon hire. Refresher training is required annually. A training attendance sign-off sheet will be maintained to ensure compliance.

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### References:

- ISO 22000:2018 - Food Safety Management Systems: Requirements for any organization in the food chain.



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- Good Manufacturing Practices (GMP) - Guidelines recommended by relevant agencies to ensure products are consistently high in quality.
- Hazard Analysis and Critical Control Points (HACCP) - A systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes.
- BRCGS Issue 9 - Global Standard for Food Safety, which includes requirements for equipment commissioning to ensure product safety and integrity.