

SOP - Metal Detector Checks

Food Safety & Quality Template · Provided by GIFSQ

A metal detector that isn't challenged regularly is just an expensive tunnel. This SOP sets up the test-piece routine - what to pass through, how often, and what happens when it doesn't reject.

SOPs only work if people actually read them. Train each operator, get the read-and-understood signature, and keep the language as plain as the job allows - this isn't the place to show off vocabulary.

1. Document control

Field	Details
Document title	SOP - Metal Detector Checks
Document no.	[QA-SOP-014]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To verify the metal detector reliably rejects contaminated product during production.

3. Scope

Covers all in-line metal detectors at [site name].

4. Responsibilities

Role	Responsibility
Line operators / QA	Perform checks per this SOP; act on failures.
Engineering	Repairs and re-validates the detector.

5. Materials and equipment

- Certified test pieces (ferrous, non-ferrous, stainless at validated sizes)
- Test product (clean packs) with test pieces embedded
- Metal detection log
- Reject bin with lock/controls

6. Safety precautions

- Keep test pieces accounted for - log them out and back in every shift.
- Never put test pieces into saleable product flow.

7. Procedure

Follow the steps in order. Steps marked [CHECK] are the ones people skip under pressure - don't.

1. At start of production, end of run, and at [frequency, e.g., hourly]: pass each test piece through the centre and edges of the aperture in test packs.
2. Confirm the detector alarms and the reject mechanism diverts each test pack. [CHECK]
3. Record the result for every test piece, every check - pass or fail, with initials.
4. If any check fails: stop the line, quarantine all product since the last good check, and notify QA/engineering. [CHECK]
5. Do not restart until engineering has fixed and re-verified the detector with all test pieces.
6. Investigate the cause; QA disposes the quarantined product (re-screen or dispose).
7. Keep reject-bin product segregated and investigated - a real reject is a foreign-body incident, not just a log entry.

8. Records

- Metal detection check log

- Failure investigations and product disposition records

9. Revision history

Version	Date	Change description	Changed by
1.0	[YYYY-MM-DD]	Initial issue	[Name]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026