

## **PADDY QUALITY ASSURANCE (QA) PROGRAM**

### **Green Rice**

*Paddy QA works with growers to check moisture contents of fields prior to cutting.*

1. Check moistures – Dickey John Moisture Meter
2. Retain representative sample for each dryer lot.
3. Prepare dryer lots for paddy sample drying
4. Complete dryer sample process until rice has reached a moisture of 13.5%.
5. After dryer lot is closed split lot and complete dockage test
6. Complete an in-house appraisal
7. Send 1,250 grams to state (USDA) for appraisal and grade
8. Retain remaining 3,450 grams of paddy in a covered plastic tube for file sample, hold for a period of 180 days.
9. Track raw paddy rice quality as it is being dried and while it is being stored.
10. Daily tracking of drying process and Monthly sampling of store paddy in warehouse and silos.

### **Raw Materials – Rough/Paddy Rice**

*Paddy Receiving*

1. Per mill schedule - schedule in trucks
2. Assign Mill Paddy Tank
3. Probe each trailer as it is being scaled – pull a 500 – 600 gram paddy sample,
4. Check sample for insects, sour or musty odors.
5. Perform Moisture – Using Dickey John Moisture meter
6. Run paddy through Satake rice machine – take off hull and check brown rice quality.
7. Run brown rice through Yamamoto Whitener to obtain a milled rice sample
8. Check Milled Rice Sample for damage, other types, heat damage, and stain kernels.
9. Complete fracture testing on paddy shipments to mill.
10. Check brown rice sample for % of greens.

*Appraisal process*

1. Weigh out 150 grams of paddy rice
2. Dehull the paddy by running it through the Satake Rice Machine two times.
3. Using the McGill Miller, mill the dehulled sample (from step 1.2) for 1 minute and 45 seconds.
4. Remove all the rice from McGill miller and collect in a sample pan (Be careful not to lose any rice).
5. Let milled rice cool
6. weigh milled rice
7. Calculate the percent Total
8. Run milled rice sample over Grainman Sizer and collect head rice
9. Remove broken kernels

10. Calculate the Percent of head
11. Wait for state appraisal to come back and compare.

## **QUALITY ASSURANCE MILLED RICE PROGRAM**

### *Mill Graders*

1. Take a sample for mill production every 45 minutes of the following
  - a. Head rice sample
  - b. 2<sup>nd</sup> Head sample
  - c. Brewers Rice Sample
  - d. Mill Brown Rice Sample
  - e. Mill 3<sup>rd</sup> Break sample
  - f. Domestic Brown Rice Sample
2. Grade outgoing truck and railcars
3. Perform periodic whiteness tests on milled rice samples
4. Perform periodic moisture tests on all samples
5. grade hull, trash, seed and bran samples every two hours or 3 times per shift
6. Note all non-typical or out of grade specifications and communicate immediately to Miller.
7. Retain composite samples for all varieties produced per shift.
8. Retain composite samples for all outgoing trucks and railcars
9. Perform all required ro-tap's per customer specifications.
10. Complete COA's for all customer requested outgoing trucks and railcars
11. Grade all reject samples record percentage of good rice and percentage of damage along with weight of bin and paddy used.
12. Help Millers and Mill hands with additional process sampling of indents, light sorter, paddy separators.
13. Initiate hold process and communicate immediately to QA Manager and Miller.
14. Work closely with Millers for all Finished Good tank changes, paddy tank changes and change over's.

### *Packaging Graders*

1. Check packaging daily schedule to see special instructions
2. Take a sample every 30 minutes from each line
3. Note any non-typical conditions or out of grade specifications and report to Line Lead immediately.
4. Monitor lines as they are set up
5. Ensure CFF code date is applied to each bag and any customer specified code date as well.
6. Verify platform scale weight at the start of each shift and after lunch break.
7. Check packaged bags to ensure accurate weights are being packaged every 15 minutes on all lines running.
8. Complete internal bag weight audit of 20 bags randomly throughout the shift.

9. Check stickered bags to ensure stickers are applied and applied in appropriate locations on bag.
10. Check sifter buckets for non-typical findings. Communicate to Line Lead for investigation if non-typical findings are discovered.
11. Grade all cut in requests for both packaging and mill. Issue cut in tags.
12. Initiate hold process when needed communicate immediately to QA Manager and Line Lead.
13. Check all bag labels and product bags during set up for and conditions that may warrant a customer complaint problem.
14. Perform seal test integrity checks every 15 minutes for each line running.
15. Retain samples for all packaged product per variety.
16. Retain customer requested samples for Nomura and Mathews.
17. Fill out all customer requested COA'S for packaged products.
18. Perform metal detector checks every hour and document findings.
19. Work closely with Line Leads for tank changes, bag changes and variety cleanouts.

### **Quality Assurance Manager**

1. Supervise and monitor all Quality Assurance Programs and Employees to ensure that performance and methods are with-in compliance of the California Family Foods written procedures.
2. Evaluate and communicate any conditions warranting concern.
3. Perform product comparisons of competitor packaged rice compared to California Family Foods packaged rice.
4. Perform cooked rice evaluations.
5. Monitor and Supervise regulatory compliance with USDA, FDA, ETC.
6. Monitor and supervise compliance with customer specified specifications.
7. Monitor and supervise food safety compliance in all departments.
8. Monitor and supervise all allergen control programs
9. Complete and document Food Safety inspections
10. Prepare and monitor all requirements to achieve outside audit standards such as AIB.
11. Ensure yearly calibrations are completed and serviced.
12. Work hand in hand with department managers to maintain company HACCP program
13. Follow up and investigate initiated hold conditions.
14. Complete product trace for all customer complaints. Follow up with investigation and determination of cause as well as corrective action to prevent future conditions.
15. Monitor and supervise all pest control duties and responsibilities.
16. Maintain open communications with Department Managers, Upper Management and employees.