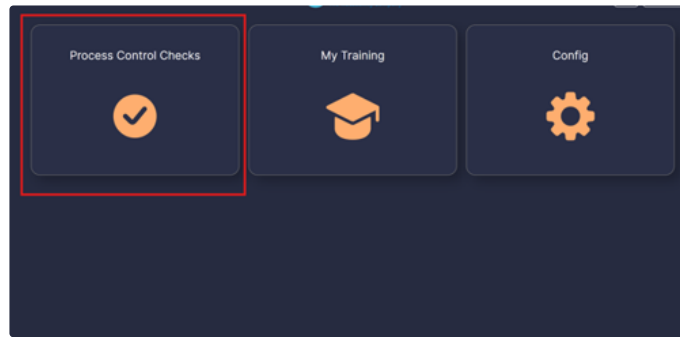
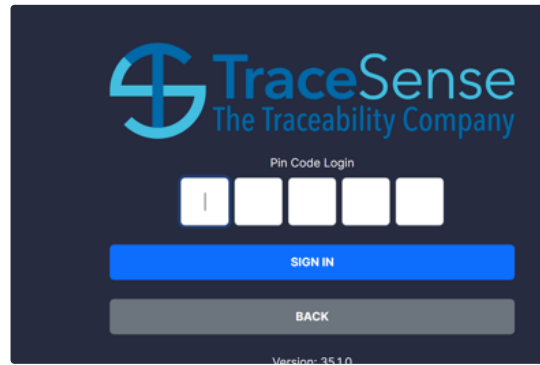


HOW TO COMPLETE A MD FAILSAFE & SCISSORS CHECK

1. Turn on the ipad and log in using the pin **322176**, go to the “Tracesense” app, then use your 5-digit pin code to Login. When you are logged on, Click on “Process Control Checks”.



2. Scroll down to ‘MD FAILSAFE AND SCISSORS CHECK’ and press the start button.

Check Type Name	Check Type Code	Check Type Status	Category	Menu
DOUGH PIECE WEIGHT CHECK	MACHINE	Has Pending	MACHINE	
MD FAILSAFE & SCISSORS CHECKS	WRAP2	Has Pending	WRAPPING	
(OVEN EXIT) POST BAKE WEIGHT CHECK	MACHINE	Has Pending	OVEN	
OVEN EXIT SUGAR BATCH RECORD	SUGAR	Has Pending	OVEN	
PACKAGING CHANGE RECORDING	WRAP1	Has Pending	WRAPPING	
WRAPPING END OF RUN CHECK	WRAP5	Has Pending	WRAPPING	
(WRAPPING) HOURLY CONSECUTIVE METAL CHECK (CCP1) , CHECKWEIGHER AND AVERAGE WEIGHT CHECK	WRAP3	Has Pending	WRAPPING	
WRAPPING MACHINE START UP CHECK	WRAP4	Has Pending	WRAPPING	

3. Find the product you are running by scrolling down the list or searching in the ‘Job Number’ or ‘Recipe code’. Then press the blue start button underneath ‘MENU’. (PLEASE NOTE: IF YOU CANNOT FIND THE PRODUCT, CONTACT YOUR MANAGER).

Requirement Checks

Schedule Date From: Schedule Date To:

Job Number: **Recipe Code:**

Location Name: Status: Sort by:

SEARCH 📄 ↻

Schedule Date	Priority	Job Number	Recipe Code	Description	Recipe Type	Notes	Menu
02/03/2026	-	PR020326002	F6279	BOOTS LO SUG S/B FGRS 150GX12	Finished Goods Recipe	N/A	
01/03/2026	-	PR010326003	303398	WIP BRONTE LEMON SHORTCAKE 20 X 30G	Finished Goods Recipe	N/A	

4. Once you have clicked on the product, press the blue start button on the right.

Startup Check Types

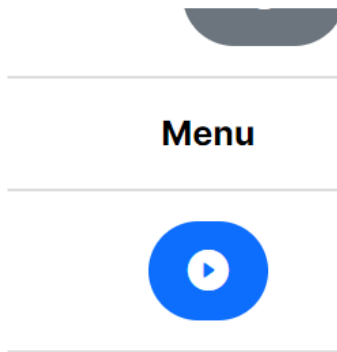
Check Type Code: Check Type Name: Pending Status:

SEARCH ↻

Check Type Name	Check Type Code	Check Type Status	Category	Menu
WRAPPING MACHINE START UP CHECK	WRAP4	Has Pending	WRAPPING	

« 1 »

5. Start



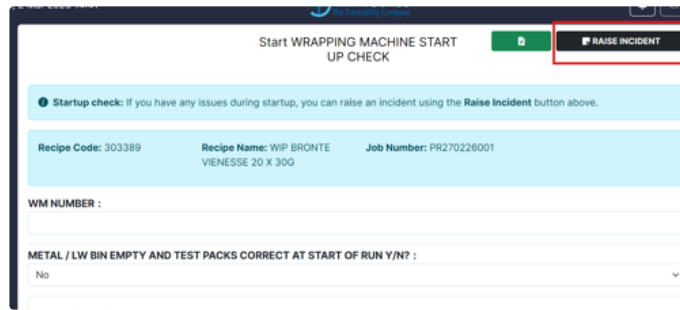
6. You will now see the fields for the check. Answer the fields.

7. If you answer one of the y/n fields 'no', A reason box will appear for you to answer.

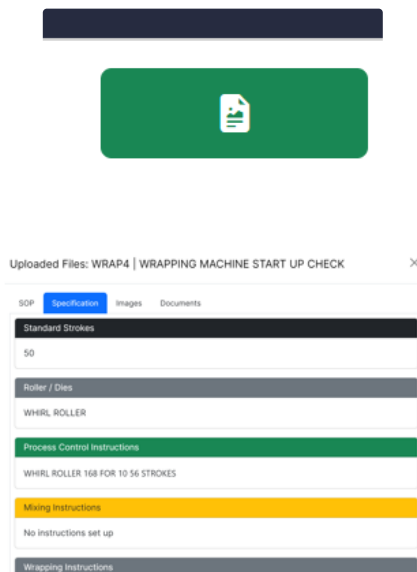
METAL / LW BIN EMPTY AND TEST PACKS CORRECT AT START OF RUN Y/N? :

Reason for No (required)

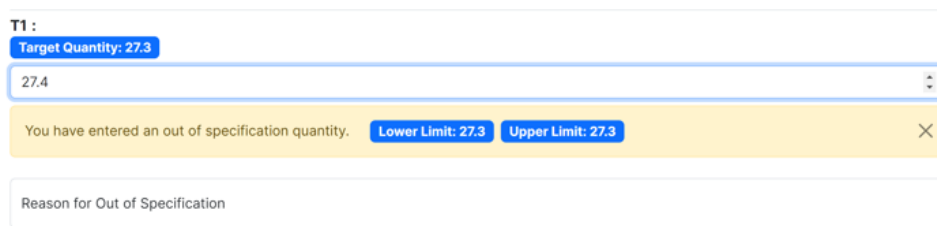
8. If you need to raise an incident, go to the top of the page and press the black raise incident button.



9. If you need to see the specifications for the check type, click on the green folder up the top, then go over to 'specifications'.



11. If the target quantity is out of target, It will ask for a reason why.



12. Once you have typed an answer in all of the fields. Once you are ready, press 'complete check' down the bottom of the page.

COMPLETE CHECK