
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Sealed Pouch Verification	Number: R16-PR-100-061	
	Owner: Tony Turner	Revision: 00	
	Effective Date: 02/17/2016	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to examine the package for suitability and correctness and to verify that the expiry information is in accordance with 21 CFR 211.134 and 21 CFR 211.137

2.0 Scope

This procedure applies to all machine and lines running pouches.

3.0 Responsibility

This procedure is to be completed by all A Operators as well as B Operators.

4.0 Safety Considerations

Safety toe shoes, safety glasses, and proper "PPE". Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment or the facility or community.

5.0 Materials/Equipment



- Sealed and Filled Pouch
- Expiry Date Sign-off form (*R12-FM-100-009*)
- Auto Scent and Weight Check form (*R12-PR-100-F005*)

6.0 Procedure

1. During production every hour the Expiry Date Sign-off form (*R12-FM-100-009*) is completed and signed. At this time each employee will check and verify the seal is correct.
2. The operator will also check for proper seals during fragrance checks using the Auto Scent and Weight Check form (*R12-PR-100-F005*).
3. Each employee working on the line will check the seal on the same three pouches.
4. Grabbing the pouch one at a time firmly with both hands in the middle of the pouch.
5. Squeeze each pouch to ensure that there are no pin holes or air leaks in the pouches.
6. While still holding the pouch firmly with both hands, turn the pouch upside down and flick the pouch while applying pressure.

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7. If the pouch leaks air and or salt, this is considered a failure and adjustments need to be made in ensure a proper seal. Pouches that fail inspection must be set aside and a determination on their disposition made by following the Procedure ***R12-PR-100-007 Rework-Reprocessing Procedure***
8. The operator will perform this procedure at all liquid weight checks using the Auto Scent and Weight Check form (*R12-PR-100-009*).

7.0 Reference Documents

Expiry Date Sign-Off (R12-FM-100-009)
Auto Scent and Weight Check (R12-PR-100-F005)
Rework-Reprocessing Procedure (R12-PR-100-007)

8.0 Change Information

New Document

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