
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Sealed Pouch Verification	Number: R16-PR-100-061	
	Owner: Charles Huggins	Revision: 01	
	Effective Date: 09/08/2017	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
- Auto Scent and Weight Check form (*R12-PR-100-F005*)

6.0 Procedure

1. Lot code must be verified each time a weight is checked and drop test is performed. This is the responsibility of the A Operator/Lead Operator working the line to ensure correct date code/lot code on pouches and boxes. Each packer and stacker is also responsible for verifying this date code/lot code and reporting any issues to the A Operator/Lead Operator. The A Operator/Lead Operator is responsible for verifying the seal is correct.
2. The A Operator/Lead Operator will 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 be responsible for checking the seal and reporting any issues found to the A Operator/Lead Operator to make adjustments.
4. Grabbing the pouch 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 pouch.

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6. While still holding the pouch firmly with both hands, turn the pouch upside down and shake the pouch while applying pressure.
7. If the pouch leaks air 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

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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