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|--|--|-------------------------------|---|
|  | <b>GILES CHEMICAL ~ PREMIER MAGNESIA</b> |                               |  |
|  | <b>Company Procedure</b>                 |                               |   |
|  | Title: <b>Costco Production</b>          | Number: <b>R14-PR-200-046</b> |   |
|  | Owner: <b>Kim Williams</b>               | Revision: <b>0</b>            |   |
|  | Effective Date: <b>08/14/2014</b>        | Page: <b>1 of 3</b>           |   |

## 1.0 Purpose

The purpose of this procedure is to outline the process for Costco production.

## 2.0 Scope

This procedure is to be performed anytime Dr. Teal's 6# pouches are produced for Costco.

## 3.0 Responsibility

All operators assigned to produce for Costco: responsible for following this procedure

## 4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Tape machine
- Blue CHEP pallets
- Slip sheets
- Corner boards
- Shrink wrap

## 6.0 Procedure

### Responsibilities

#### Inspecting

- a) Inspect boxes to ensure print and color is correct.
- b) Inspect pouches to ensure date code is correct and legible.
- c) Check seal on pouch for even seal and no leaks.

#### Date Coding

- a) If using a manual line with a hot date code stamp, pouches must be date coded prior to filling.
- b) If video jet is being used – boxes must be sent thru tape machine so that date code is printed on “how to use” side of the box.

### Controlled Document

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- c) If labels are being used- label is to be placed on bottom of box on outside flap (careful not to cover any letters or numbers).
- d) Date code on boxes must match date code on pouch and must be the same as that on the *Change Over/Start-up Sheet (R12-CO-100-012)*.
- e) Packer will be required to initial *Expiry Date Code Sign-off Sheet (R12-FM-100-009)* stating that date code is correct.

### **Filling**

- a) Place opened pouch under fill funnel and press petal to release salt from the AMS.
- b) Check weight and record every ten minutes on a *6# Pouch Weight Sheet (R12-FM-100-037)*, adjust as needed

### **Packing**

- a) Costco packs two pouches per box.
- b) Pouches stand up in boxes with sides of pouch on handle sides of box so that customer can pick boxes up by handles.
- c) After placing pouches in box correctly, fold solid blue flaps over pouches ensure tops of pouch are not sticking thru the flaps.
- d) Push box thru glue tape machine to seal box.

***With this particular product the box is just as important as the pouch!***

### **Tape machine**

This product uses a glue/tape machine. This tape machine is designed to tape the bottom of the boxes while gluing the top closed. There is a red e-stop bottom located at the top of the machine for safely cleaning and fixing/changing tape.

- a) Make sure glue box has an appropriate amount of hot glue sticks.
- b) Make sure both switches are turned on; temperature should read between 318-333°F on Dynatec box.
- c) Check tape roll at bottom of tape machine- change as needed.



### **Stacking**

***Stacker must inspect boxes for date code, proper sealing, and any tears or defects on box***

- a) Stack Costco on blue CHEP pallets only.
- b) Check pallets for any moisture-pallets must not show any signs of moisture.
- c) Place slip sheet on top of pallet before stacking any boxes.

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- d) Corner boxes must have ingredients showing toward the forklift side of the pallet.  
All other boxes must show Dr. Teal's artwork.
- e) For stacking configuration see *Change Over/Star- up Sheet (R12-CO-100-012)*.
- f) After bottom pallet has reached three boxes high, place slip sheet on top of boxes, then another blue CHEP pallet and slip sheet, and continue to build another pallet.
- g) Both pallets are then shrink wrapped together by hand.
- h) Corner boards are then taped to all four sides of both pallets.
- i) The pallets are then shrink wrapped by the automatic wrapper.

## 7.0 Reference Documents

*Expiry Date Sign-off* (R12-FM-100-009)  
*Change Over/Start-up Sheet* (R12-CO-100-012)  
*6# Pouch Weight Sheet* (R12-FM-100-037)  
*Expiry Date Code Sign-off Sheet* (R12-FM-100-009)

## 8.0 Change Information

New Document

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