

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**

Title: **Dr. Teal's Peppermint Foot Soak 2#** Number: **R12-CO-100-022**
Owner: **Lee Cagle** Revision: **03**
Effective Date: **09/15/2014** Page: **1 of 1**



Date: _____

Operator: _____

Line: _____

Product: Dr Teal Peppermint Foot Soak 2# Pouch-04089-4PK

Check each block below as the line is prepared for the run. Lead Operator also Supervisor and/or Quality are the only authorized signature. By signing; you are taking full responsibility for the product. Form should be turned into the Production Supervisor at the end of the shift or end of the product run.

Line Clearance:

- ☐ *If this is a fragrance change; verify the line flush was completed and the fragrance is actually Peppermint by smelling the first pouch. Verified by: _____*
- ☐ Pouches or Cartons Removed ☐ Corrugated Materials Removed ☐ Labels Removed
- ☐ Pack and Stack Area Cleared ☐ All Paperwork Turned In ☐ Scent Barrel Removed and Weighed

Pouch Specifications:

- ☐ Pouch is blue, white, green, black and purple
- ☐ CPU#: **8 11068 01089 0**
- ☐ Dimensions of pouch: 9 1/4"H x 6 1/2"W x 2 3/8" Bottom Gusset

Pouch Machine Recipe:

- ☐ Add Baking Soda in the ribbon blender to feed in pouch. Set ribbon blender to 500.
- Start Weight** _____ **End Weight** _____
- ☐ 6.80 grams of fragrance per pouch (0.75%)
- ☐ 20.40 grams for the three shot weight check.
- ☐ Fragrance: Mane Black Barrel Cooling Peppermint MF# 174153
- ☐ 1st Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____
- ☐ 2nd Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____

Case Specification:

- ☐ Case is brown corrugated with black print
- ☐ Case has Dr Teal's Peppermint Foot Soak 2lb; Item#: 04089-4PK Pack: 4; Barcode 1 08 11068 01089 7
- ☐ Case dimensions: 4 1/2"H x 9"W x 8 1/4"D

Packing Specification:

- ☐ 4 ct. pouches / case, packed horizontally into case
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJJ
- ☐ Date Code on Box: _____ YYJJJ

Pallet Configuration:

- ☐ 20 cases per layer, column stacked 12 high = 240 cases per pallet
- ☐ Finished pallet gets 48" corner boards

Carton and Pouch Waste:

- ☐ Starting Inventory Balance: _____
- ☐ Total Used in Production: _____
- ☐ Pallet Markers: _____
- ☐ Ending Inventory Balance: _____
- ☐ Number of cases not making up a full pallet: _____
- ☐ Number of containers not making a full case: _____

Operator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Quality Signature: _____ Date: _____

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