GILES CHEMICAL ~ PREMIER MAGNESIA
Company Procedure

Title: Atoma Lavender 2kg	Number: R14-CO-100-136
Owner: Monte Plott	Revision: 02
Effective Date: 07/14/16	Page: 1 of 1

PREMIER
MAGNESIA, LLC

** 4.41 # Pouch Weight Sheet Required

Date:_____

Operator:_____

Product: *Atoma Lavender 2kg (4.41#) Pouch*

Line:_____

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 Lavender 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 lavender, white, blue and clear
- ☐ **CPU#: 7 77747 10220 4**
- ☐ Dimensions of pouch: 11 3/8"H x 9"W x 3" Bottom Gusset

Pouch Machine Recipe:
- ☐ 10.00 grams of fragrance per pouch (0.50%)
- ☐ 30.00 grams for the three shot weight check.
- ☐ Fragrance: Arylessence Blue Barrel Soothing Lavender #AC117874
- ☐ 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 2KG GENERIC
- ☐ Case dimensions: 6 1/4"H x 13 1/4"W x 12 1/4"D
- ☐ Requires a printed 4x6 label on one side of each case. Label should include ATOMA 2KG LAVENDER; Barcode (01)10777747102201; 6x2kg; Item 32-942ATOMA; Barcode 7 77747 10220 4

Packing Specification:
- ☐ Packed horizontally into case; pouches per case = 6; pouches per pallet =
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____YYJJJ
- ☐ Date Code on Box: _____ _____YYJJJ

Pallet Configuration:
- ☐ 9 cases per layer, column stacked 6 high = 54 cases per pallet
- ☐ Pallets must be blue Chep pallets

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: _____