
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Costco Production	Number: R14-PR-200-046	
	Owner: Charles Huggins	Revision: 02	
Effective Date: 09/08/2017		Page: 1 of 3	

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

- Combi
- Red PECO 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 video jet is being used – boxes must be sent thru Combi sealer so that date code is printed in proper area not inside art work.

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- b) If labels are being used; the label is to be placed on the bottom of the box on the major flaps (outside flaps). The label cannot cover the barcode or the box certificate seal.
- c) 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)*.
- d) 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.

Packing

- a) Costco packs two pouches per box.
- b) Pouches lay down in the box with top/bottom of pouch on handle sides of box.
- c) After placing pouches in box correctly, engage finger switch to send the box into the Combi sealer.

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

Stacking

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



- a) Stack Costco on red PECO 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.
- d) Date code side of box must be facing outward.
- e) For stacking configuration see *Change Over/Star- up Sheet (R12-CO-100-012)*.
- f) After bottom pallet has reached four boxes high, place slip sheet on top of boxes, then another red PECO 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

Change Over/Start-up Sheet (R12-CO-100-012)
6# Pouch Weight Sheet (R12-FM-100-037)

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8.0 Change Information

Removal of Expiry Sheet and process change for addition of Combi System.

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