

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Atoma Eucalyptus 2kg**Number: **R14-CO-100-135**Owner: **Monte Plott**Revision: **03**Effective Date: **05/01/17**Page: **1 of 1****** 4.41 # Pouch Weight Sheet Required**

Date: _____

Operator: _____

Line: _____

Product: Atoma Eucalyptus 2kg (4.41#) Pouch

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 Eucalyptus 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 green, blue, white and orange
- ☐ CPU#: **7 77747 10219 8**
- ☐ Dimensions of pouch: 11 3/8"H x 9"W x 3" Bottom Gusset

Pouch Machine Recipe:

- ☐ 20.00 grams of fragrance per pouch (1.0%)
- ☐ 60.00 grams for the three shot weight check.
- ☐ Fragrance: Arylessence Blue Barrel Eucalyptus Mint #AC115307
- ☐ 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 EUCALYPTUS; Barcode (01)10777747102195; 6x2kg; Item 32-932ATOMA ; Barcode 7 77747 10219 8

Packing Specification:

- ☐ Packed horizontally into case; pouches per case = 6; pouches per pallet = 324
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJ
- ☐ Date Code on Box: _____ YYJJ

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: _____
- ☐ Wasted Labels: _____ + _____ + _____ + _____ + _____ = _____
- ☐ Compactor Form _____ Waste Percentage = _____
- ☐ Calculated Ending Inventory Balance: _____

Actual Ending Inventory: _____ Percent Accounted for: _____

Operator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Quality Signature: _____ Date: _____

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