
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Corrugated & Pallet Label Issuance and Control for Repackaging Facility	Number: R13-PR-100-038	
	Owner: Brook Vaughn	Revision: 1	
	Effective Date: 07/07/14	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to describe how corrugated and pallet labels are created, maintained and disposed of at the Repackaging Facility.

2.0 Scope

All master labels for corrugated are stored on a computer system in the supervisor's office. This computer is password protected. Pallet labels are generated as finished goods are entered into the inventory system. Label creation is a daily requirement for some products at Repackaging Facility. The individual product change over form lists label requirements for these products. Labels are created throughout the shift as they are needed.

3.0 Responsibility

The plant manager and shift supervisors are the only individuals allowed to print required labels. The shift supervisors are to ensure product is being labeled per customer requirements.

4.0 Safety Considerations

Steel toe shoes, safety glasses, hair net, and standard safety attire for the area.

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



- 4" x 2" labels
- 4" x 6" white labels for generic boxes and Canada
- 4" x 6" "Mixed lot" label
- Zebra printer

6.0 Procedure

1. Based on the run list for the day, the shift supervisor or plant manager will print off corrugated labels as required by each product's change over sheet. Labels will be printed by the shift supervisor or plant manager as needed throughout the day.
All unused product labels MUST be destroyed by each line at the end of each day to ensure they are not accidentally used the following day.
2. Each line's Lead Operator will verify labels received match customer requirements by comparing against the change over sheet. QA also verifies while performing in-process audits.

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3. Each line's production employees will place the labels on the boxes.
4. A pouch or carton representative of what the pallet contains will be placed on the finished pallet. This pouch/carton is marked with the line number and a pallet number corresponding to the number it is in the run.
5. Each finished pallet will be taken to the birthing station to be shrink wrapped.
6. The forklift driver or a designated employee will enter the pallet quantity and date of the product made into WMS (IntelliTrack). This entered data will print a label. This label is applied to the finished pallet and is scanned when the pallet is shipped from the warehouse.
7. For a mixed lot pallet, you must enter the quantity and date for each amount. Ex – 100 cases total; 50 packed on 10/10/13 and 50 packed on 10/11/13, you would enter 50 cases with a 10/10/13 production date and 50 cases with a 10/11/13 production date. This will print out 2 labels that must be placed on the pallet.

In the event of a mixed lot pallet, the shift supervisor or plant manager will print an orange 4" x 6" MIXED LOT label and give to the applicable operator. That label will go with the pallet to the birthing station and be placed on the pallet during the wrapping and labeling process.

7.0 Reference Documents

N/A

8.0 Change Information

Revised Title to "Corrugated & Pallet Label Issuance & Control for Repackaging Facility" and complete re-write to clarify steps necessary for labeling

Revised Purpose added "corrugated and pallet labels"

Revised Scope to include information regarding labels being stored on a password protected computer

Revised Materials to include labeling for generic boxes & Canada

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