

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

Title: **Dr Teal's Coconut Skin Nutrition 3#** Number: **R16-CO-100-187**
Owner: **Monte Plott** Revision: **03**
Effective Date: **10/20/17** Page: **1 of 1**



Date: _____

Operator: _____

Line: _____

Product: Dr Teal's Skin Nutrition 3# Pouch 04502-4PK

Check each block below as the line is prepared for the run. Lead Operator, 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 Coconut 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 Dr Teal Blue with a light brown banner with a picture of a coconut.
- ☐ CPU#: **8 11068 01502 4**
- ☐ Quad Pouch has a Velcro Closure with the following Dimensions 6.75 Wide 11.0 High and 2.75 Flat Bottom

Pouch Machine Recipe:

- ☐ 11.58 grams of fragrance blend per pouch (0.85%)
- ☐ **HAS THE FRAGRANCE BEEN MIXED WITH COCONUT AND SUNFLOWER? YES _____ NO _____ (DO NOT RUN)**
- ☐ 34.75 grams for the three shot weight check. **REQUIRES SKIN NUTRITION FRAGRANCE SHEET**
- ☐ Fragrance: Mane Black Barrel Nourishing Coconut MF# 226477 **That has been mixed with oils**
- ☐ 1st Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____ Mix Batch # _____
- ☐ 2nd Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____ Mix Batch # _____

Case Specification:

- ☐ Case is brown corrugated with black print
- ☐ Case has Dr Teal's Epsom Salt Soaking Solution; 4- Net Wt. 3lbs (1.36kg) Bags
- ☐ Requires a printed 4x2 label on one side of each case or for the label to be printed on by a VideoJet. Label should include ID# 04502-4PK, Lot# YYJJJ and UPC# 10811068015021
- ☐ Case dimensions: 6 5/8"H x 11 7/8"W x 6 7/8"D

Packing Specification:

- ☐ 4 ct. pouches / case, packed horizontally into case; 644 pouches per full pallet.
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJJ
- ☐ Date Code on Box: _____ Label or Printed on barcode

Pallet Configuration:

- ☐ 23 cases per layer, column stacked 7 high = 161 cases per pallet

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: _____

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.