
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Stretch Wrap/Birthing Finished Goods	Number: R12-PR-100-028	
	Owner: Lisa Hefner	Revision: 5	
	Effective Date: 7/15/2014	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to provide guidelines to follow when using the Stretch Wrap Machine

2.0 Scope

This procedure is to be performed when finished goods pallet is brought to the stretch wrap machines for birthing.

3.0 Responsibility

The utility operator or other qualified personnel are responsible for performing this procedure.

4.0 Safety Considerations

Safety glasses and steel toe shoes are required.

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


- Finished Pallet of Product
- Stretch Wrap Machines
- Stretch Wrap
- Kanban Card
- Bright Orange Quality Hold Stickers
- Blue QC Passed Stickers

6.0 Procedure

1. Place Finished Goods pallet on to a stretch wrapper.
2. Select appropriate Kanban card from filing cabinet in Supervisors office.
3. Pull stretch wrap to pallet and secure between two of the cases on the pallet.
4. To start wrapping, press green button on control panel of stretch wrapper.
5. While pallet is wrapping, mark the production clip board with the correct sequential pallet produced ie. First pallet produced; mark a 1 off the sheet.
6. Birth the finished good pallet in Intellitrack using the Kanban card and barcode scanner.

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7. Place Kanban card into bin corresponding with the correct production line.
8. When finished wrapping, cut stretch wrap and mark the pallet with the manufacturing date and the correct sequential number of production for that date.
9. Place pallet label that corresponds to the pallet that was birthed onto the completed pallet.
10. Regarding USP and Scented/Tech salt:
 - a. **USP Pallets waiting chemical testing:** Pallet label should have a circle with the words “Quality Hold” on it. Once testing is complete and has passed; a blue QC passed sticker will be placed over the aforementioned spot.
 - b. **Scented and Tech Grade Pallets:** Place one blue round QC passed sticker on the pallet label without covering any information that is on the pallet label. This sticker is to remain with the pallet until it reaches the customer.

7.0 Reference Documents

Carton and Pouch Production Forms (R12-FM-100-043)

8.0 Change Information

- Review
- Changed Owner name

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