

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Equate Vanilla w/ Handle 2kg**Number: **R16-CO-100-176**Owner: **Monte Plott**Revision: **01**Effective Date: **07/14/16**Page: **1 of 1****\*\* 4.41 # Pouch Weight Sheet Required**

Date: \_\_\_\_\_

Operator: \_\_\_\_\_

**Product: *Equate Vanilla w/ Handle 2kg (4.41#) Pouch***

Line: \_\_\_\_\_

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 Vanilla 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 White, brown, white, and blue. Pouch has a handle on right side.
- ☐ CPU#: **6 28915 36414 9**
- ☐ Dimensions of pouch: 12.25"H x 9.625"W x 3.00" Bottom Gusset

**Pouch Machine Recipe:**

- ☐ 15.00 grams of fragrance per pouch (0.75%)
- ☐ 45.00 grams for the three shot weight check.
- ☐ Fragrance: Arylessence Blue Barrel Warm Vanilla Sugar #AI92084
- ☐ 1<sup>st</sup> Barrel Weight: BEG. \_\_\_\_\_ LB END \_\_\_\_\_ LB Barrel # \_\_\_\_\_
- ☐ 2<sup>nd</sup> Barrel Weight: BEG. \_\_\_\_\_ LB END \_\_\_\_\_ LB Barrel # \_\_\_\_\_

**Case Specification:**

- ☐ Case is brown corrugated with black print Giles Item number BP25071GEN
- ☐ Case dimensions: 6 1/4"H x 13 1/4"W x 12 1/4"D
- ☐ Requires a printed 4x2 label on one side of each case. Label should include
- ☐ 32-975EQ EQUATE VANIL W/HANDLE 6 X2KG    Barcode 60628915364141

**Packing Specification:**

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

**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: \_\_\_\_\_
- ☐ Ending Inventory Balance: \_\_\_\_\_
- ☐ Number of cases not making up a full pallet: \_\_\_\_\_
- ☐ Number of containers not making a full case: \_\_\_\_\_

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Quality Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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