EXPIRY DATE / SIGN OFF SHEET

1. **Circle the time that applies on each line (AM or PM).**

2. **Each line employee must review expiration dates and confirm their review by initialing in space provided.**

3. **"N/A" each unused space; no blank spaces are allowed.**

4. **Line operator will confirm that pouch or carton is sealed properly and place a √ in the space provided.**

OPERATOR_____ DATE_____ MACHINE#_____ START-UP TIME: _____

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

6:00AM or 6:00PM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

7:00AM or 7:00PM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

8:00AM or 8:00PM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

9:00AM or 9:00PM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

10:00AM or 10:00PM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

11:00AM or 11:00PM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

12:00PM or 12:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

1:00PM or 1:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

2:00PM or 2:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

3:00PM or 3:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

4:00PM or 4:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

5:00PM or 5:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

6:00PM or 6:00AM

Product _____ Expiry Date (Pouch/carton): _____ Expiry Date (Case/Box): _____

Initials: _____ Properly Sealed _____ (√)

Reviewed by Production: _____

Reviewed by QA: _____