

	<b>GILES CHEMICAL</b>		
	<b>COMPANY PROCEDURE</b>		
	<b>Packaging Approval Procedure for 50lb. Film</b>	Page : 1 of 3	Revision : 01 Date : 06/12/2009
	Author: <b>Carl Mooney</b>	Job Specific	

**Personnel responsible:**

Quality Department

1. Quality/Safety Manager
2. Quality/Safety Associate

**Safety equipment:**

Observe all safety requirements when obtaining a sample of film for review. Caution should be observed when using a safety knife to cut the film sample from the roll.

**Summary:**

This procedure is to ensure that film for 50lb. product meets specifications.

**Equipment Needed:**

1. Micrometer
2. Accu Dyne Marker Pens
3. Measuring Tape

**Procedure:**

I. Approval Procedure

- a. Reference the correct specification for each of the specific bag films to be reviewed for approval.
- b. Collect the necessary equipment
- c. Shipments of film must contain a manila envelope attached to each roll of film containing a sample of pre-cut film that is representative of that roll. This will be used for testing. Random samples will be pulled from the shipment not necessarily every roll of film.
- d. Compare the received film to the following:
  - Measure the repeat pattern
  - Film Width
  - Use the micrometer to measure the film's thickness
  - Use the Accu Dyne Marker Pen #34 or #36 to check for corona treatment per the specification: measure the marked area to determine if specifications are met.
  - Color and lettering design of new product to current product
  - "I" mark placement and dimensions.
- e. If the specifications are not met using the representative samples supplied then Quality Department will cut samples from the rolls and retest material.
- f. Quality Department will report passing material to Plant Manager and Production Manager.
- g. Recommendation should include a test run of the film on the bagging machine.
- h. If packaging material does not meet specifications, Quality Department will report to Plant Manager and Production Manager. Production Manager will contact vendor about the status of the material.



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COMPANY PROCEDURE**

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**TRAINING DOCUMENTATION**

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