

**GILES CHEMICAL ~ PREMIER MAGNESIA****Change Over**Title: **Recover Regimen 3# Vanilla Patchouli** Number: **R16-CO-100-178**Owner: **Monte Plott**Revision: **00**Effective Date: **5/5/16**Page: **1 of 1**

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

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

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

**Product: Recover Regimen 3# Vanilla Patchouli**

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 matte brown with light yellow box on front of pouch.  
☐ CPU#: **8 65228 00020 7**  
☐ Dimensions of pouch: 10 1/2"H x 7 1/4"W x 3" Bottom Gusset

**Pouch Machine Recipe:**

- ☐ Add Baking Soda mix in the ribbon blender to feed in pouch. Set ribbon blender to 700.

Start Weight \_\_\_\_\_ End Weight \_\_\_\_\_

- ☐ 6.80 grams of fragrance per pouch (0.50%)  
☐ 20.40 grams for the three shot weight check.  
☐ Fragrance: Arylessence Blue Barrel Eucalyptus AH180548  
☐ 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  
☐ Case is a generic 3# pack with a label attached.  
☐ Label has Recover Regimen Epsom Salt RESQROX VANILLA PATCHOULI Barcode 10865228000211  
☐ Case dimensions: 6 7/8"H x 11 1/2"W x 10"D

**Packing Specification:**

- ☐ 6 ct. pouches / case, packed horizontally into case  
☐ Quantity of Pallets: \_\_\_\_\_  
☐ Date Code on Pouch: \_\_\_\_\_ YYJJ  
☐ Date Code on Box/Label: \_\_\_\_\_ YYJJ

**Pallet Configuration:**

- ☐ 16 cases per layer, column stacked 6 high = 96 cases per pallet

**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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