

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**

Title: **Equate Lavender w/ Handle 2kg** Number: **R16-CO-100-181**  
Owner: **Monte Plott** Revision: **01**  
Effective Date: **7/14/16** Page: **1 of 1**

**\*\* 4.41 # Pouch Weight Sheet Required**

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

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

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

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

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 Lavender 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 36408 8**
- ☐ 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 Soothing Lavender #AC117874
- ☐ 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
- ☐ 32-945EQ Equate Lavender W Handle 6 06 28915 36408 0

**Packing Specification:**

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

**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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