

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Dr Teal Lavender 1# 6PK Tray**Number: **R15-CO-100-169**Owner: **Monte Plott**Revision: **01**Effective Date: **05/01/2017**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Dr Teal Lavender 1# 6PK Tray 04443-6 pk

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 Blue, Purple and Green
- ☐ CPU#: **8 11068 01443 0**
- ☐ Dimensions of pouch: 8 1/2"H x 5 1/4"W x 2 1/2" Bottom Gusset

Pouch Machine Recipe:

- ☐ 4.54 grams of fragrance per pouch (1.0%)
- ☐ 13.60 grams for the three shot weight check.
- ☐ Fragrance: Mane Black Barrel MF157362
- ☐ 1st Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____
- ☐ 2nd Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____

Tray and Case Specification:

- ☐ Tray is pink with white writing. Tray is 15" x 4" x 1.125"
- ☐ Case is brown corrugated with black print
- ☐ Case is Brown and requires a label with the following information. 04443-6 PK 10811068014628
- ☐ Case dimensions: 7 1/2"H x 15"W x 7"D

Packing Specification:

- ☐ 6 pouches / tray, 1 tray /shipper. Pouches packed vertically into tray and tray inside of case.
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJJ
- ☐ Date Code on Box: _____ YYJJJ

Pallet Configuration:

- ☐ 24 cases per layer, column stacked 5 high = 120 cases per pallet
- ☐ Pallets must be Grade A GMA 40" x 48" pallets

Carton and Pouch Waste:

- ☐ Starting Inventory Balance: _____ + _____ + _____ = _____
- ☐ Total Used in Production: _____
- ☐ Pallet Markers: _____
- ☐ Wasted Labels: _____ + _____ + _____ + _____ = _____
- ☐ Compactor Form _____ Waste Percentage = _____
- ☐ Calculated Ending Inventory Balance: _____

Actual Ending Inventory: _____

Percent Accounted for: _____

Operator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Quality Signature: _____ Date: _____

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