

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Top Care 1#**Number: **R18-CO-100-217**Owner: **Monte Plott**Revision: **00**Effective Date: **06/29/18**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Top Care 1# FFS

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:

- ☐ Pouches Removed ☐ Corrugated Materials Removed ☐ Labels Removed
☐ Pack and Stack Area Cleared ☐ All Paperwork Turned In

Film Specifications:

- ☐ Film is blue, gold, and white
☐ CPU#: **0 36800 25912 6 Below Barcode PLD-A331F SE000350**
☐ Dimensions of pouch: 6.25"H x 3.25"W x 2.63"D

Case Specification:

- ☐ Case is brown corrugated with red print
☐ Case has Epsom Salt; 12 – 1lb pouches
☐ Case dimensions: 5"H x 9"W x 10.25"D
☐ Requires a 4x2 label on one side of each case. Label should include 1lb Pouch; 12pk; Barcode 36800-25912

Packing Specification:

- ☐ 12 ct. pouch / case, packed horizontally into case ; 1,344 pouch per full pallet
☐ Quantity of Pallets: _____
☐ Date Code on Pouch: _____ **YYJJ EXP MMY**
☐ Date Code on Box: _____ **YYJJ EXP MMY TC 1LB**

Pallet Configuration:

- ☐ 16 cases per layer, column stacked 7 high = 112 cases per pallet

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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