
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Label (Cartons &amp; Pouches) Control for Repackaging Facility</b>	Number: <b>R13-PR-100-035</b>	
	Owner: <b>Monte Plott</b>	Revision: <b>1</b>	
	Effective Date: <b>07/07/14</b>	Page: <b>1 of 3</b>	

## 1.0 Purpose

To ensure that strict control of all labels (cartons and pouches) including receipt, storage, testing, approval and disapproval is maintained within the process of storing, transporting and filling.

## 2.0 Scope

This procedure applies once product has been inspected and released for production by the Quality Department. This will allow for proper usage of labels according to the master copy on file of each label.

## 3.0 Responsibility

Expeditors – notify QA of incoming labels, place incoming labels on Quality Hold and transport labels to and from production floor

QA – inspection and approval or disapproval of incoming labels

Supervisors, Planner/Scheduler and Warehouse operators are responsible for this procedure.

## 4.0 Safety Considerations

Safety shoes and safety glasses are required when working in the plant.

Safety Belt is required when operating a Fork Lift.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Forklift
- Incoming Paperwork (Packing Slips)
- Quality Hold Placards
- Product /Stock Transfer Sheets
- Product Changeover Sheets
- Inventory Control File

## 6.0 Procedure



### Reception of Labels

Designated associates will receive labels upon delivery and place Quality Hold upon the pallet(s) that have been unloaded according to our *Incoming Raw Material Procedure (R12-PR-100-013)*.

1. Designee will unload incoming truck and place materials into the designated Quality Hold area. If there is more material than space available within the quality hold area, designee may place material in middle of warehouse

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awaiting incoming raw material inspection by the Quality Department. Designee will take BOL from driver and packing slip(s) from pallet(s) and verify incoming quantities. Once quantities are verified, designee will sign and date BOL for the driver and all packing slips with quantity received for inventory control.

- Designee will place Quality Hold placards on each pallet. This designation of Quality Hold is a visual instruction that informs any associate that this material has not completed the incoming raw material inspection and is NOT available to be used in production.
- Packing Slip(s) is turned into the Planner/Scheduler or Supervisor. Planner/Scheduler or Supervisor will compare quantity received against quantity ordered. Product quantity is placed into Inventory file and noted as to which day it was received with the respected purchase order noted.
- All incoming labels will be examined and inspected for identity and conformity to the labeling specified on the master label according to *Incoming Raw Materials Procedure (R12-PR-100-013)*.

#### Transporting of Labels



- Once a product has been identified to be produced, the expeditor will receive instruction from the Supervisor to retrieve a specific label to produce the product.
- Designee will retrieve the identified label in the appropriate quantity to complete the order.
- Designee will note on the Product/Stock Transfer sheet the label name and quantity transferred. It is also very important that the designee note which area the material was transferred from and which area it was being transferred to.
- Material is then brought to the production facility in preparation for production.
- Product/Stock Transfer sheet is given to the supervisor or the production planner/scheduler so that the materials location and quantity be updated in the inventory system.

#### Issuing and Consumption of Labels

- Supervisor will note, on the Changeover sheet for the product being produced, the beginning inventory of pouches available at the Repackaging facility to begin the control process of the labels during the production process.
- Operator will note inventory of packaging materials once product has been completed for the day on the same changeover sheet. Operator should note number of labels consumed for filling and pallet identification. If there are any labels that are rejected, the quantity should be noted also on the changeover sheet for that product. All labels that are remaining after production is complete shall be properly labeled and correct quantity identified on pallet(s).
- Any rejected labels need to be separated and identified as Quality Rejected. The Quality Area Designate shall be responsible for proper disposition of rejected labels in accordance with quality procedures.
- Production should produce to complete the production order into the exact number of cases that are required. If there are any excess filled labels at the end of the production run, this material shall be packed and properly

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identified with the correct lot number for the production date and expiry if applicable. This material will need to be packaged with correct case count and placed into inventory.

- Label yield will be calculated on the Product Changeover Sheet. If the yield is less than 90% an investigation should be completed by Supervision and Production Scheduler/Planner. Investigation should result in the proper explanation of a yield less than 90%.

### Return of Labels

- Once a production order is complete, operator should properly mark the pallet with the quantity of labels.
- Pallet should be sealed with shrink wrap plastic. Operator can use original shrink wrap or rewrap if need be.
- Pallet(s) should be placed in warehouse awaiting the removal of the repackaging facility. Pallet(s) should be properly marked to what the pallet contains and quantity.
- Designee should return pallet(s) to the external warehouse.
- Designee will note on the Product/Stock Transfer sheet the label name and quantity transferred. It is also very important that the designee note which area the material was transferred from and which area it was being transferred to.

### 7.0 Reference Documents

Product/Stock Transfer  
Product Changeover Sheets

### 8.0 Change Information

Revised title to “Label (Cartons & Pouches) Control for Repackaging Facility”

Purpose added “including receipt, storage, testing, approval and disapproval”

Responsibility added “Expeditors – notify QA of incoming labels, place incoming labels on Quality Hold and transport labels to and from production floor” and “QA – inspection and approval or disapproval of incoming labels”

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