

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Top Care Lavender 3#**Number: **R13-CO-100-129**Owner: **Monte Plott**Revision: **03**Effective Date: **10/05/16**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Top Care Lavender 3# 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 purple, gold, white and black
- ☐ CPU#: **0 36800 39614 2: Above barcode TC-39614A**
- ☐ Dimensions of pouch: 10 1/2"H x 7 1/2"W x 3" Bottom Gusset

Pouch Machine Recipe:

- ☐ 6.80 grams of fragrance per pouch (0.50%)
- ☐ 20.40 grams for the three shot weight check.
- ☐ Fragrance: Arylessence Blue Barrel Lavender Mod #AF 154956
- ☐ 1st Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____
- ☐ 2nd Barrel Weight: BEG. _____ LB END _____ LB Barrel # _____

Case Specification:

- ☐ Case is brown corrugated with black print
- ☐ Case has MAGNESIUM SULFATE U.S.P.; EPSOM SALT
- ☐ Case dimensions: 6 7/8"H x 10 37/8"W x 10 1/4"D
- ☐ Case requires a 2x 4 label with the following: TOP CARE EPSOM SALT 3lb Barcode 036800396142

Packing Specification:

- ☐ 6 ct. pouches / case, packed horizontally into case; 576 pouches per full pallet.
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJJ
- ☐ Date Code on Box/Label _____ YYJJJ

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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