

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Kura Eucalypto 1lb**Number: **R13-CO-100-124**Owner: **Jeff Hill**Revision: **1**Effective Date: **10/22/2013**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Kura Eucalypto 1lb Pouch

Ensure each item listed is completed before running the line. Two of the following people must sign-off on this document before packing product; Lead Operator, Supervisor, or Quality. By signing; you are taking full responsibility for the product. Form should be turned into the Production Supervisor at the end of the day 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 Eucalyptus 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 green, white, purple and lavender
- ☐ CPU#: **7 502269 680038**
- ☐ Dimensions of pouch: 8 ½"H x 5 ¼"W x 2 ½" Bottom Gusset

Pouch Machine Recipe:

- ☐ 2.27 grams of fragrance per pouch (0.5%)
- ☐ 6.81 grams for the three shot weight check.
- ☐ Fragrance: Arylessence Blue Barrel Eucalyptus Private Label #AE148694
- ☐ 1st Barrel Weight: BEG. _____ LB Barrel # _____
- ☐ 2nd Barrel Weight: BEG. _____ LB Barrel # _____

Case Specification:

- ☐ Case is brown corrugated with black print
- ☐ Case has Epsom Salt; 12x1lb
- ☐ Case dimensions: 7"H x 15"W x 7"D

Packing Specification:

- ☐ 12 ct. pouches / case, packed horizontally into case
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YJJJ
- ☐ Date Code on Box: _____ KURA EUC YJJJ KURA EUC

Pallet Configuration:

- ☐ 15 cases per layer, column stacked 6 high = 90 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: _____

SHIFT ONE**SHIFT TWO**

Operator Signature/Date: _____

Operator Signature/Date: _____

Supervisor Signature/Date: _____

Supervisor Signature/Date: _____

Quality Signature/Date: _____

Quality Signature/Date: _____

Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document.