

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **Calgon Mint Green Tea (C355) 3#**Number: **R14-CO-100-147**Owner: **Lee Cagle**Revision: **01**Effective Date: **08/01/2014**Page: **1 of 1**

Date: _____

Operator: _____

Line: _____

Product: Calgon Mint Green Tea (C355) 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 Mint Green Tea 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 and White with Black and Green writing
- ☐ CPU#: **8 15890 01435 4**
- ☐ Dimensions of pouch: 9 3/4"H x 8"W x 2 3/4" Bottom Gusset

Pouch Machine Recipe:

- ☐ Approximately 6.80 grams of fragrance per pouch (0.50%)
- ☐ Approximately 20.40 grams for the three shot weight check.
- ☐ Fragrance: Takasago RZ-011699 Mint Green Tea
- ☐ 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 Calgon Green Tea 48 oz; 3-48oz Item# C355; Barcode 20815890014358
- ☐ Case dimensions: 6 "H x 10 1/2"W x 6 1/4"D
- ☐ When using a generic unprinted box, labels are required. Label should include ID# C355 3PK, Lot# YYJJJ and UPC# 20815890014358

Packing Specification:

- ☐ 3 ct. pouches / case, packed horizontally into case
- ☐ Quantity of Pallets: _____
- ☐ Date Code on Pouch: _____ YYJJJ
- ☐ Date Code on Box: _____ YYJJJ

Pallet Configuration:

- ☐ 24 cases per layer, column stacked 8 high = 192 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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